

**KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES**

**Thursday, Nov. 15, 2018, 6:30 pm**

**Location: Kirkendall Public Library**

**Present:** Cami Brazelton, Lory Johnson, Heather Lilienthal, Tamara Fujinaka, Bert Testa, Kent Patterson, Mike Wiser, Sam Mitchel

<b>Topic</b>	<b>Discussion</b>
<b>Call to Order</b>	Brazelton called the meeting to order.
<b>Approval of Minutes</b>	Motion made by Fujinaka and seconded by Johnson to approve the October 2018 meeting minutes. Motion passed unanimously.
<b>Consent Agenda</b>	Financials update provided by Mitchel.
<b>Policy/Procedure Review</b>	The board discussed the collection of fees and fines and Patterson made the motion to strike the need to receive fines in a white envelope. Second by Fujinaka and passed unanimously.
<b>Director's Report</b>	Mitchel provided a report on staff activity, facilities and city of Ankeny business. The board discussed several positions that will be necessary in the new library and the board unanimously supports the need for strengthening several areas including part time, circulation, children's and a public service manager position.
<b>Department Reports</b>	The board reviewed October updates from department heads in the board report packet. It was a busy month with an increase in circulation and a strong community turnout for the annual Halloween event.
<b>Committee Reports (Evaluation, Finance, Outreach, Policy)</b>	The board continues to work with and support the new Friends of the Library group and discussed upcoming action including an annual appeal letter, collaboration with a holiday reading opportunity in Prairie Trail in early December and a new website.
<b>Old Business</b>	A. New library: Mitchel reported that progress continues on the new building.
<b>New Business</b>	A. Art in the new library: While immediate needs for the new library will be focused on shelving and books, art will be an important element. The board will develop a policy regarding how art will be considered, selected and displayed.
<b>Adjournment</b>	Wiser motioned to adjourn, seconded by Patterson. Meeting adjourned at 7:25 p.m. Next scheduled meeting: Thursday, Dec. 6, at 6 p.m. at District 36.

Respectfully submitted, Heather Lilienthal, Secretary

Approved: 1/17/19