

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

Thursday, Feb. 21, 2019, 6:30 pm

Location: Kirkendall Public Library

Present: Lory Johnson, Kent Patterson, Cami Brazelton, Tamara Fujinaka, Bert Testa, Sam Mitchel **Presenters:** Evan Anderson, Collection Development Librarian, Kelly Munter, Youth Librarian, and Natalie Brincks, Friends of the Ankeny Library President

Topic	Discussion
Call to Order	Brazelton called the meeting to order 6:31PM.
Approval of Minutes	Motion made by Johnson and seconded by Fujinaka to approve the January 2019 meeting minutes. Motion passed unanimously.
Consent Agenda	Financials update provided by Mitchel.
Policy/Procedure Review	The board reviewed the library's meeting room reservation/request policy. No changes are suggested at this time. Fukinaka moved to accept the review. Second by Johnson. Passed unanimously.
Director's Report	Mitchel reported on staff activity, facilities and City of Ankeny business.
Department Reports	The board reviewed monthly updates from department heads.
Committee Reports	No reports presented.
Emerging Trends	Kelly Munter, Children's Librarian, presented the board with a proposed program entitled, Sensory Spaces in the Metro. This program is primarily focused on providing a sensory friendly experience for individuals with special needs. It will offer library services one hour before library opens. The first event will be Saturday, August 24 th and will not impact the operating budget as 5 full-time staff will be staffing it, and will adjust their schedules accordingly.
Old Business	A. New library: Mitchel reported progress including keys, door locks, concrete floors, and curtain walls. FF&E meetings discussed library shelving.
New Business	A. Trustee Continuing Education (1 hour): <ol style="list-style-type: none">1. Evan Anderson, Collection Development Librarian, presented the reasoning and procedures of weeding the library collection.2. Autism and sensory spectrum presentation and video (Kelly Munter)
Committee Reports	Johnson made a motion to approve the Trustee self-evaluation form, Patterson seconded, passed unanimously.
Adjournment	Fujinaka motioned to adjourn, seconded by Johnson. Meeting adjourned at 7:54 p.m. Next scheduled meeting: Thursday, March 28, 2019, at 6:30 p.m. (due to Spring Break)

Respectfully submitted, Sam Mitchel, Library Director

Approved: 3/28/19