



Ankeny Kirkendall Public Library – Board of Trustees
MEETING MINUTES
Thursday, March 16, 2023
Regular Meeting: 6:00 p.m.
Location: City Council Chambers – Library

Present: Michael Wiser, Gene Lucht, Tamara Fujinaka, Heather Lilienthal, John Meyer
 Staff: Sam Mitchell, Beth Schaefer

Agenda Item	Discussion Points
I. Call to Order	Wiser called meeting to order at 6:00 PM
II. Public Comment	No public comments
III. Approval of Minutes	Meyer moved to approve minutes the February 16, 2023 minutes. Fujinaka seconded. Motion passed unanimously.
IV. Consent Agenda Samuel Mitchel, Director	Sam Mitchel, director, presented the February financials.
V. Policy/Procedure Review	<p>A. Circulation Policy Beth Schaefer, Circulation Manager, presented a review of the policy. After discussion, Meyer moved to approve and Lucht seconded the motion. Motion approved unanimously.</p> <p>B. Fines and Fees Policy Schaefer also presented the policy was also reviewed. Lilienthal moved to approve, and Fujinaka seconded the motion. Motion approved unanimously.</p> <p>C. Trustees reviewed the Meeting Room Policy that was approved by the Ankeny City Council.</p>
VII. Director's Report – Sam Mitchel	Mitchel presented his report with highlights of a new cleaning service, FY24 budget impacts (e.g. no 2 nd Adult Services Librarian), and Summer Internship selection process begun.
XII. New Business	<p>A. Friends of the Library Policy Friends policy was discussed. Recommended that director seek Friends of the Library's input, and table for future meeting.</p> <p>B. Director Evaluation Process The director evaluation process and schedule was discussed. The schedule is to have surveys back by April 1, hold a closed session on April 20, host a visit by the state librarian on May 18 and at the June meeting present the results of the review.</p>
XIII. Adjourn	Fujinaka moved to adjourn. Lilienthal seconded. 7:10 PM

Minutes submitted by Gene Lucht
 Approved: 4/20/23