

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
Monday, August 21, 2017 – 6:00 PM**

**Call to Order:** The meeting was called to order by President Hansen at 6:15 p.m.

**Roll Call:** Present: Borwig, Clements, Hansen, Kettwig, Pritchett and Rasanen  
Absent: Johnson and Nichols

**Approval of June 19, 2017 Monthly Meeting Minutes:** Pritchett moved and Kettwig seconded to approve the minutes from the June 19, 2017 meeting. Ayes – 6. The motion carried.

**Approval of July 17, 2017 Monthly Meeting Minutes:** Borwig moved and Clements seconded to approve the minutes from the July 17, 2017 meeting. Ayes – 6. The motion carried.

**Approval of bills to be paid in July:** Rasanen moved and Borwig seconded that we approve the June bills to be paid in July. Ayes -6. The motion carried.

**Approval of bills to be paid in August:** Clements moved and Kettwig seconded that we approve the July bills to be paid in August. Ayes -6. The motion carried.

**Treasurer's Report:** Kettwig read the treasurer's report. There were no questions.

**Circulation Report:** The circulation report was reviewed. The state-wide online resources went from EbscoHost to Gale products. We also get Transparent Languages, which we pay for separately, but will be able to drop once our term expires. The website and monitor have been changed to reflect the change in databases. There have been no reports yet so no idea of how these will be received.

**Old Business:** No old business to discuss.

**New Business:**

- 1. Revisit the educational requirements for board members** – Director Jensen noted the accreditation report is not due for our library until 2019. Trustees need between 3 and 5 hours of training. We are going to be proactive. We discussed several avenues for training. Rasanen proposed we do group training every three months, usually one hour sessions. Also if anyone missed a training they can be pulled from the archives. Hansen requested a list of topics for the next meeting and Director Jensen said she'd see what she can find. The board decided to allow Director Jensen to pick the subject as it pertains to our library.
- 2. Update on hiring process** – A new assistant has been hired. Her name is Denise Rand and her start date is pending based on her passage of the post-offer physical that is required by the city. Director Jensen noted that Rand has been a patron of the library for several years and believes she will be a great fit for our library.
- 3. Review/Revision/Approval of Statement of concern form** – The form was reviewed. Kettwig moved and Rasanen seconded to approve the form as-is with no changes. Ayes – 6. The motion carried.
- 4. Review/Revision/Approval of Programs policy** – The policy was reviewed. It was decided to strike the line from e. #1 that says Library staff will not sell items nor handle money for individuals or groups unless the Library is sponsoring the sale as we now have a separate policy to address this issue. Rasanen moved and Pritchett seconded to pass the policy with the proposed change. Ayes – 6. The motion carried.

***Discussion:***

- President Hansen noted the turnout for the eclipse party that was held and the number of people that were here. Director Jensen noted that she handed out 140 pair of eclipse glasses in 12 minutes. She said to date it is the library's most attended program, although the weather was not very cooperative and the sun/moon hid behind the clouds most of the time.
- Discussion was held on the retirement party to be held for Assistant librarian Anne Johnson. The date selected is Wednesday, September 6<sup>th</sup>, from 1-4 p.m. A collection of \$3 per board member was given for the plant that was to be purchased for her from the Board as a gift for many years of great service. The cake, juice, mints and décor will be funded by the Evansdale-Elk Run Heights Friends of the Library group.

***Adjournment:*** There being no further business the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Kathy Pritchett, Board Secretary