

**EVANSDALE PUBLIC LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING  
MONDAY, October 17, 2016 – 6:00 PM**

**Call to Order:** The meeting was called to order by President Borwig at 6:03pm.

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

**Approval of September 26, 2016 Monthly Meeting Minutes:** Pritchett moved and Hansen seconded to approve the minutes from the September 26, 2016 meeting. Ayes – 8. The motion carried.

**Approval of bills to be paid in October:** Hansen moved and Clements seconded that we approve the October bills to be paid in November. Ayes - 8. The motion carried.

**Treasurer's Report:** The Treasurer report was read. Nichols asked what the legal fees were for. Director Jensen explained it was for a legal opinion on the policy change pertaining to patron behavior.

**Circulation Report:** Director Jensen shared it was a quiet month. This was the first time in nineteen years there were no materials checked out by a Raymond patron that she can recall.

**Old Business:**

- Review revision and approval of Policy Review Schedule Policy: Hansen motioned to approve as written, Clements seconded. Ayes – 8. The motion carried.

**New Business:**

- Review/Revision/Approval of Fax machine Policy: Nichols recommended the second bullet be changed to “Any usage of the fax machine is to be handled by the Library Staff”. Discussion on the costs associated with fax service for customers. Director Jensen shared it is the same guidelines that the City uses. Johnson moved and Kettwig second that we approve the policy as written with the small change made above. Ayes – 8. The motion carried.
- Review/Revision/Approval of Young Children’s Policy: Changes recommended after discussion. Approval will be tabled until next meeting when changes can be reviewed/revised/approved.
- Budget Committee: Director Jensen noted that the City Clerk said she’d like numbers back before the end of the year. Hansen, Kettwig and Clements will sit on the committee this year. They will meet before the end of the year.

**Discussion:**

- Director Jensen shared the Lego Club has 2 regular children attending. Discussion took place about contacting the local elementary school so the Lego Club information could be shared with families. Also ideas about including in citywide newsletter, upcoming events section. Lego Club meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 4pm.

**Adjournment:** There being no further business the meeting was adjourned at 6:55pm.

Respectfully submitted,

Jan Nichols, Board Secretary