

Edward Chipman Public Library Board Meeting

January 17, 2019

- I. Call to order: Judd called the meeting to order at 7:00 p.m. Roll call was taken with board members: Judd, Johnson, Koch, Lund, Lovell, Schurman, and Schroeder, as well as director Adkins in attendance.
- II. Secretary's Report: The Secretary's report was reviewed. A motion was made by Lund, and seconded by Johnson seconded to accept the Secretary's report.
- III. Treasurer's Report: The financial report for November and December was reviewed. Tax money was received in November and December. Johnson motioned that we accept the financial reports for both months and Judd seconded it. The financial reports was accepted.
- IV. Librarian's Report:
 - A. The Per Capita Grant has been completed.
 - B. A military section was established in response to a state recommendation. Patrons have responded well to this.
 - C. A children's craft club has been established. This club will meet on the 3rd Tuesday of every month. 16 children came to the first meeting.
 - D. Game day and Lego night are both still very successful. This month the owner of Grapple Games store will be bringing games and teaching the kids how to play them.
 - E. The library was a window decoration contest winner.
 - F. FOIA request was received and completed.
 - G. New emails have been created for board members for library use.
 - H. Van Drunens will be donating a plaque to the library that shows the library's historical status.

- I. A notification will be placed in the Progress Reporter offering free past National Geographic Magazines. Any National Geographic Magazines left will be recycled.
 - J. The annual employee reviews are currently being conducted.
- V. Old Business
- A. ADA Update: A certificate noting our good standing with our ADA policies was received.
 - B. The Certification of Ballot was submitted for the April 2, 2019 election.
 - C. The Director will look into getting a business credit card for occasional, necessary purchases.
- VI. New Business:
- A. Discussion was had on creating an employee complaint procedure as recommended by ch. 8 in the "Trustee Files." Also, a public comment policy as noted in OMA should be adopted. Although neither of these are currently an issue, having the policies would be proactive.
 - B. Director Adkins presented a Reader's Advisory Policy. Schurman motioned we accept the Reader's Advisory Policy as presented. Johnson seconded the motion. All members voted to accept the policy.
 - C. Due to the library now being open on Thursday evenings, it was decided that the monthly board meetings will be changed to the 4th Tuesday of every month. Lovell will post the change in the Progress Reporter. This change will take affect with the February meeting.
- VII. Closed Session: None
- VIII. Adjourn: Johnson motioned to adjourn. Judd seconded the motion. The meeting adjourned at 8:01p.m.