

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

**Thursday, October 20, 2016 6:30 pm**

**Location: Kirkendall Public Library**

**Present:** Kristen Gray, Todd Beveridge, Lory Johnson, Bert Testa, Cami Brazelton, Tamara Fujinaka, Sam Mitchel

**Excused:** Lynne Boldt

<b>Topic</b>	<b>Discussion</b>
<b>Call to Order</b>	Tamara Fujinaka, vice president, called the meeting to order.
<b>Approval of Minutes</b>	Motion made by Johnson, seconded by Testa to approve the minutes from the Sept. 15, 2016 meeting. Motion passed unanimously.
<b>Consent Agenda</b>	Financials update provided by Mitchel.
<b>Policy/Procedure Review</b>	<ul style="list-style-type: none"> <li>A. 2017 Holidays and Closings schedule               <ul style="list-style-type: none"> <li>a. Motion made by Johnson, seconded by Brazelton to approve the proposed Holidays and Closings schedule for 2017. Motion passed unanimously.</li> </ul> </li> </ul>
<b>Director's Report</b>	Director Mitchel reported on staff anniversaries, facility repairs, and city of Ankeny meetings that he attended in September. Mitchel also shared information about an upcoming Capital Crossroads shared training day at the Clive Public Library planned for Feb. 2017.
<b>Department Reports</b>	Department heads provided a handout covering recent progress and updates on: adult programs, young adult programs, children's programs and technology.
<b>Old Business</b>	<ul style="list-style-type: none"> <li>A. Facility renovation               <ul style="list-style-type: none"> <li>a. Director Mitchel is obtaining quotes from vendors to tackle various repairs and upgrades to the Library's public restrooms. Will have quotes at November meeting.</li> </ul> </li> <li>B. New Library Planning               <ul style="list-style-type: none"> <li>a. Staff continues to work on planning document that will be shared with City Council and architecture firm re: facility needs for the new library.</li> </ul> </li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>A. Continuing education for Sam Mitchel               <ul style="list-style-type: none"> <li>a. Motion made by Gray, seconded by Brazelton for Director Mitchel to pursue the certification offered from Drake University's College of Business and Public Administration. Motion passed unanimously.</li> </ul> </li> </ul>
<b>Adjournment</b>	There being no further business the meeting adjourned at 7:30 pm. Next scheduled meeting: November 17, 2016 at 6:30 pm

Respectfully submitted, Cami Brazelton, Secretary

Approved: 11/17/16