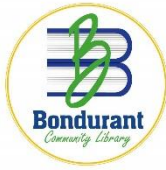


**Meeting Minutes**  
**Bondurant Community Library | Library Board of Trustees**  
**Wednesday, January 4, 2023**



1. **Roll Call:** *Members Present:* Josh Bryant, Julie Bergeson, Jen Keeler, Mike Kramer, Sue Ugulini and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:02 PM by Vice President Bryant.
3. **Guests present:** Marketa Oliver, Bondurant City Administrator; Amber Flinn.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda with edits by Ugulini, seconded by Kramer. Motion carried.
5. **Approval of Consent Agenda:**
  - a. Approval of minutes from past meeting – December 2022
  - b. Financial Report
  - c. Approve Warrant list / authorize expenditures
  - d. Staff Report
  - e. Director's Report – December 2022
  - f. Statistics Review – December 2022

Motion to approve the consent agenda with amendment to the Warrant List by Kramer, seconded by Campbell. Motion carried.
6. **Public Comments:** None.
7. **Foundation Update:** Mini-Golf fundraiser event at the Library, Saturday, February 11<sup>th</sup>.
8. **Friends of BPL Update:** No report.
9. **City Council Liaison Report:** The new City of Bondurant employee handbook is complete and approved by the City Council. Many holiday related events in December. Final valuations have been received by Polk County Auditor.
10. **Old Business:**
  - a. **Discussion on open Board position.** Motion to table this item to February meeting by Keeler, seconded by Campbell. Motion carried.
11. **New Business:**
  - a. **Discuss/Approve Interlibrary Loan Policy.** Motion to approve the budget by Ugulini, seconded by Bergeson. Motion carried.
  - b. **Discuss/Approve Internet Use Policy.** Motion to approve by Ugulini, seconded by Keeler. Motion carried.

- c. **Discuss/Approve Personnel Policy.** Director Sanders explained that current library personnel policies have been incorporated into the City of Bondurant Employee Manual. Motion to approve policy by Kramer, seconded by Campbell. Motion carried.
- d. **Discuss/Approve Open Hours Policy.** Motion to approve by Keller, seconded by Kramer. Motion approved.
- e. **Discuss/Approve Volunteer Policy.** Motion to approve by Bergeson, seconded by Keeler. Motion approved.
- f. **Discuss/Approve Library Director Job Description.** Motion to approve by Ugulini, seconded by Kramer. Motion carried.
- g. **Review Five-Year Plan.** Director Sanders provided updates to the Library's five-year plan. Review and discussion.
- h. **Discussion/Decision Media Com phone contract buyout.** Motion to table until February meeting by Ugulini, seconded by Keeler. Motion carried.
- i. **Election of Officers.** The following slate of officers was presented: President, Josh Bryant; Vice-President, Mike Kramer; Secretary, Mike Kramer. Motion to approve by Ugulini, seconded by Keeler. Motion carried.
- j. **Appoint Committee for ADA Compliance for Accreditation.** President Bryant will assist Director Sanders with compliance review.

**12. President Items:** The Board President has conducted the Director's annual performance review. BPL was awarded Best Library in Eastern Polk County. The 1000 Friends of Iowa, Best Development Awards will recognize the BPL Renovation & Expansion project team on January 24<sup>th</sup> at the State Capital rotunda.

**13. Adjournment:** Motion to adjourn by Bergeson, seconded by Campbell. Motion carried. Meeting adjourned.

**Next Meeting:** Wednesday, February 1 , 2023

