



Meeting Minutes
Bondurant Community Library | Library Board of Trustees
Wednesday, March 8, 2023

1. **Roll Call:** *Members Present:* Josh Bryant, Jen Keeler, Mike Kramer, Sue Ugulini and Craig Campbell. Library Director Sanders was also present.
2. **Call to order:** Meeting called to order at 6:00 PM by President Bryant.
3. **Guests present:** Matt Sillanpaa, Bondurant City Council Member.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Kramer striking 9b from the agenda. Motion carried.
5. **Approval of Consent Agenda:** Motion to approve the consent agenda as corrected by Ugulini, seconded by Campbell. Motion carried.
 - a. Approval of minutes from past meeting – February 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report
 - e. Director's Report – February 2023
 - f. Statistics Review – February 2023-presented at meeting
6. **Public Comments:** None.
7. **Foundation Update:** Mini-Golf fundraiser event at the Library was a success. Already great ideas for next year's event. Amazon Smiles program is being discontinued. Amazon is in the process of donating \$2000.00 to this year's Summer Reading Program. More fundraising ideas are being explored.
8. **Friends of BPL Update:** Book Sale is scheduled for May 13 at the Library. Volunteers are needed.
9. **City Council Liaison Report:** City Council Liaison Sillanpaa reported that the city is receiving proposals for landscaping in the downtown area, public hearings on re-zonings; budget hearing will be held most likely at the next council meeting.
10. **Old Business:**
 - a. None.
11. **New Business:**
 - a. **Trustee Training – Chapter 1 Trustee Handbook.** Director Sanders led the Library Board with discussion on Chapter 1. This section reviewed Library Ordinance of the city, roles of Library Board, Library Director and the City. Discussion was held on the various aspects of this chapter of the handbook. No action needed.
 - b. **Budget Submittal Amendment.** – Removed from agenda in item 4.

c. Review/Adopt – Emergency Management Policy - Motion to approve by Ugulini, seconded by Keeler as amended. Motion carried.

d. Salary Adoption –

Assistant Library Director – Motion to approve Campbell, seconded by Ugulini. Motion Carried.

Adult Services Librarian. Motion to approve by Campbell, seconded by Keeler. Motion approved.

Transfer of Funds Approval – Discussion was held with concerns from City Administrator Oliver on the rate for Assistant Director and that this action was mid-budget year, exceeds the range in the Compensation Policy set forth, and adopted by the Library Board in July 2022. After discussion consensus by the Board remained that Library positions remain equal salary levels with other like positions within the city. Presented salary adoption and previously approved Assistant Library Director Job Description, with salary ranges, maintains those levels. Motion to backfill the additional salary increase for the balance of FY23 to the city from the Library's Legacy Savings account in the amount \$5,980 to the general fund and a \$2,093 to the Employee Benefits Fund for a total of \$8,073.00, as indicated in correspondence from Administrator Oliver. Motion by Campbell and seconded by Kramer. Motion Carried.

12. President Items: None.

13. Adjournment: Motion to adjourn by Campbell, seconded by Keeler. Motion carried. Meeting adjourned at 6:50 PM

Next Meeting: Wednesday, April 5, 2023

Respectfully submitted,

Acting Secretary, Jill Sanders, Library Director