



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

1. **Roll Call:** *Members Present:* Josh Bryant, Sue Ugulini, Julie Bergeson, Amber Flinn and Jen Keeler. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:02 PM by President Bryant.
3. **Guests present:** Matt Silanpaa, City Council Liaison
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda as amended by Ugulini, seconded by Keeler. Motion carried.
5. **Approval of Consent Agenda:**
 - a. Minutes of past meeting – September 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report - September
 - e. Director's Report – September
 - f. Statistics Review

Director Sanders provided an update on the NeoGov charges following meeting with the City Administrator. Motion to approve the above consent agenda by Keller, seconded by Bergeson. Motion carried.
6. **Public Comments:** None.
7. **Library Foundation Update:** Upcoming events: Book Sale, 10/20/23 – 10/23/23; Trivia Night, 11/18/23; 3rd Annual Mini-Golf Event: February 2024. Volunteers needed.
8. **Friends of the Library Update:** Upcoming events: Book Sale, 10/20/23 – 10/23/23; Trivia Night, 11/18/23; 3rd Annual Mini-Golf Event: February 2024. Volunteers needed.
9. **City Council Liaison Report:** Strategic Plan update.
10. **Old Business:** None.
10. **New Business:**
 - a. **Trustee Training – Chapter 7 Trustee Handbook:** *Planning for the Library's Future.* Reviewed and discussed this chapter on strategic planning.
 - b. **Discussion/Approve Polk County Rural Service Structure Plan.** Director Sander's told that physical check-out will remain the same; digital will need to be consolidated; updating map. Motion to approve and by Bergeson, seconded by Flinn. Motion carried.
 - c. **Discussion/Approve Story Construction's Recommendation of Substantial Completion.** Motion to approve by Ugulini, seconded by Keeler. Motion carried.

d. Discussion/Approve Sex Offender Policy: Motion to approve by Ugulini, seconded by Bergeson. Motion carried.

e. Discussion/Approve Social Networking Policy: Motion to approve by Bergeson, seconded by Keeler. Motion carried.

11. Board President Items: None.

12. Adjournment: Motion to adjourn by Keeler, seconded by Bergeson. Motion carried.

Next Meeting: Wednesday, November 1, 2023 at 6 PM.