



Meeting Minutes
Bondurant Community Library | Library Board of Trustees
Wednesday, December 7, 2022

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 5:58 PM by Vice President Bryant.
 3. **Guests present:** Angela McKenzie, City Council Liaison.
 4. **Perfecting and Approving the Agenda:** Motion to approve the agenda with edits by Ugulini, seconded by Keeler. Motion carried.
 5. **Approval of Consent Agenda:**
 - a. Approval of minutes from past meeting – November 2022
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report -
 - e. Director's Report – November 2022
 - f. Statistics Review – November
- Director Sanders showed the Board a pre-view of a virtual 360 tour of the Library. Director Sanders will participate in Portrait of a Graduate meetings/discussions with Bondurant-Farrar Community School District. City administration has updated the employee handbook and will go to City Council for approval.
- Motion to approve the consent agenda with corrections by Kramer, seconded by Campbell. Motion carried.
6. **Public Comments:** None.
 7. **Foundation Update:** Coffee cake sale in conjunction with book sale raised \$280. Planning for mini-golf in February.
 8. **Friends of BPL Update:** Mini-Golf fundraiser will be February 11th at the Library; BPL materials placed in bags to new Bondurant residents.
 9. **City Council Liaison Report:** Holiday events and parade held with over 400 persons at the Library; recent news coverage about long-range plans for recreation complex; upcoming vote on golf cart ordinance; Councilman Matt Sillanpaa will be new liaison to Library Board.
 10. **Old Business:**
 - a. **Discussion on open Board position.** Board members to reach out to those interested and invite them to attend January meeting.
 11. **New Business:**

- a. **Budget.** Board reviewed line items for proposed budget. Director Sanders offered explanation and answered any questions. Motion to approve the budget by Ugulini, seconded by Campbell. Motion carried.
- b. **Discussion/Decision on Youth Services Job Description.** Reviewed description with updated salary range and duties. Motion to approve by Ugulini, seconded by Bergeson. Motion carried.
- c. **Review Interlibrary Loan Policy.** Discussion held regarding a patron request recently denied materials through the current Interlibrary loan policy. Director Sanders answered Board questions regarding the Interlibrary loan process and changes to the policy. Motion to approve policy as amended by Kramer, seconded by Keeler. Motion carried. Director Sanders will communicate the decision with the patron.

12. President Items: None.

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

Next Meeting: Wednesday, January 4, 2022

