

**Meeting Minutes**  
**Bondurant Community Library | Library Board of Trustees**  
**Wednesday, February 1, 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 6:00 PM by President Bryant.
3. **Guests present:** Matt Sillanpaa, Bondurant City Council Member, attended virtually.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Keeler. 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 – January 2023
  - b. Financial Report
  - c. Approve Warrant list / authorize expenditures
  - d. Staff Report
  - e. Director’s Report – January 2023
  - f. Statistics Review – January 2023
6. **Public Comments:** None.
7. **Foundation Update:** Mini-Golf fundraiser event at the Library: Saturday, February 11<sup>th</sup>. All hole sponsorships filled by local businesses or organizations.
8. **Friends of BPL Update:** Continue to look at opportunities to support BCL.
9. **City Council Liaison Report:** New City Council Liaison Sillanpaa introduced himself and told his personal interest in the Library. Complimented Director Sanders on keeping Council well informed of Library issues and success.
10. **Old Business:**
  - a. **Discussion/Decision on open Board position.** Motion to approve Amber Flinn for open Board position and move to City Council for approval by Campbell, seconded by Kramer. Motion carried.
11. **New Business:**
  - a. **Committee Report – Review ADA Compliance Report.** President Bryant and Director Sanders completed the report necessary for accreditation. Minor issues already resolved with Public Works Department. Motion to approve the Committee’s report by Ugulini, seconded by Campbell. Motion carried.

- b. **Discussion/Decision – Assistant Library Director Job Description.** Motion to approve by Keeler, seconded by Ugolini. Motion carried.
- c. **Discussion/Decision - Adult Services Librarian Job Description.** Motion to approve by Bergeson, seconded by Kramer. Motion carried.
- d. **Discussion/Decision - Hazard Communication Program.** Motion to approve by Kramer, seconded by Campbell. Motion approved.
- e. **Discussion/Decision - Equipment Use Policy.** Motion to approve by Ugolini, seconded by Kramer. Motion approved.
- f. **Discussion/Decision - Removal of iPad and iPad Mini Checkout Policy from Policies.** No motion required with updated Equipment Use Policy.

**12. President Items:** None.

**13. Adjournment:** Motion to adjourn by Campbell, seconded by Keeler. Motion carried.  
Meeting adjourned at 6:30 PM

**Next Meeting:** Wednesday, March 8, 2023

