

Meeting Minutes
Bondurant Community Library | Library Board of Trustees
Wednesday, December 6, 2023

1. **Roll Call:** *Members Present:* Josh Bryant, Sue Ugulini, Julie Bergeson, Mike Kramer, Craig Campbell, 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:** Marketa Oliver, City Administer.
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 – November 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report – November 2023
 - e. Director’s Report – November 2023
 - f. Statistics Review

Director Sanders told of a substantial increase in monies from Polk County. This will be used to replace technology in the Library. A budget amendment will be submitted. Motion to approve the above consent agenda by Kramer, seconded by Campbell. Motion carried.

6. **Public Comments:** None.
7. **Library Foundation Update:** No December meeting. Trivia Night postponed. Upcoming events: 3rd Annual Mini-Golf Event: February 2024, Puzzle contest, Spring Book Sale.
8. **Friends of the Library Update:** No December meeting. Trivia Night postponed. Upcoming events: 3rd Annual Mini-Golf Event: February 2024, Puzzle contest, Spring Book Sale.
9. **City Council Liaison Report:** Marketa Oliver provided an update. Phase 1 of the City Park project has started and will be finished by June 2024 for the 50th Anniversary of Summerfest. There is a new mural at the Trailhead and dedication will be December 18th at 5:30 PM. Tara Cox will be the new City Council Liaison for the Library Board. The Merry & Bright parade and other seasonal activities were well attended.
10. **Old Business:**
 - a) **Discussion Trustee Term Appointments – Terms ending 1/1/2024.** Amber Flinn agreed to a new term. Craig Campbell has resigned. Mr. Campbell has been a Trustee since 2008 and the Board thanked him for service to the community. Seeking applicants and there will be a post on the City of Bondurant website.

Motion to approve the appointments by Ugulini, seconded by Bergeson. Motion carried

10. New Business:

a. Trustee Training – Chapter 8 Trustee Handbook: *Board Relationships with Director, Staff and City.* Reviewed and discussed this chapter on strategic planning.

b. Review/Approve Hours Open Policy. Motion to approve by Ugulini, seconded by Campbell. Motion carried.

c. Review/Approve Job Descriptions for Library Director, Assistant Library Director, Youth Services Librarian, Children’s Librarian, Adult Services Librarian, Clerk II. Motion to approve by Kramer, seconded by Bergeson. Motion carried.

d. FY 24/25 Budget Presentation and approval. Director Sanders presented the proposed budget, explained changes and answered Board questions. Motion to approve by Ugulini, seconded by Kramer. Motion carried.

11. Board President Items: None.

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

Next Meeting: Wednesday, January 3, 2024 at 6 PM.