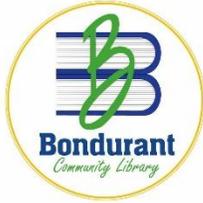


Meeting Minutes
Bondurant Community Library | Library Board of Trustees
Wednesday, January 3, 2024



Call to order: Meeting called to order at 6:00 PM by President Bryant.

1.Roll Call: *Members Present:* Josh Bryant, Sue Ugulini, Julie Bergeson, Mike Kramer, Amber Flinn and Jen Keeler. Library Director Sanders and assistant Director Klinker-Feld

were also present.

Guests present: Marketa Oliver, City Administer (on-line). Craig Campbell, Former Trustee. Tara Cox, City Council liaison.

- 2. Perfecting and Approving the Agenda:** Motion to approve the agenda as amended by Bergeson, seconded by Keeler. Motion carried.
- 3. Presentation of Plaque to Mr. Craig Campbell.** Board President Bryant presented a plaque to Mr. Campbell for his years of community service to the Library Board of Trustees.
- 4. Approval of Consent Agenda:**
 - a. Minutes of past meeting – December 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report – December 2023
 - e. Director’s Report – December 2023
 - f. Statistics Review

Director Sanders provided an update on the “home Library” designation for rural patrons and a new hire. Motion to approve the above consent agenda w/edits and additions by Ugulini, seconded by Kramar. Motion carried.

- 5. Public Comments:** None.
- 6. Library Foundation Update:** Upcoming events: 3rd Annual Mini-Golf Event. Open for hole sponsorship.
- 7. Friends of the Library Update:** Upcoming events: 3rd Annual Mini-Golf Event. Open for hole sponsorship.
- 8. 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.

9. Old Business: None.

10. New Business:

a) Consider/Approve Library Board of Trustees Applicants. One applicant received and Director Sanders will invite applicant to February Board meeting.

b) Trustee Training – Chapter 10 Trustee Handbook: *Evaluating the Library Director*. Reviewed and discussed this chapter. Discussion on current evaluation tool. Director Sanders will draft a new evaluation that better aligns with actual Library operations for Board to review.

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

d) Review Long Range Plan. Review, discussion, questions and guidance provided by all attendees.

11. Board President Items: Board President completed Director Sanders annual performance review.

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

Next Meeting: February 7, 2024 at 6 PM.

