



**Meeting Minutes**  
**Bondurant Community Library | Library Board of Trustees**  
**Wednesday, November 1, 2023**

1. **Roll Call:** *Members Present:* Josh Bryant, Sue Ugulini, Mike Kramer, Craig Campbell and Jen Keeler. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:01 PM by President Bryant.
3. **Guests present:** Matt Silanpaa, City Council Liaison Virtually
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Campbell. Motion carried.
5. **Approval of Consent Agenda:**
  - a. Minutes of past meeting – October 2023
  - b. Financial Report
  - c. Approve Warrant list / authorize expenditures
  - d. Staff Report - October
  - e. Director's Report – October
  - f. Statistics Review

Motion to approve the above consent agenda by Kramer, seconded by Keeler. Motion carried.
6. **Public Comments:** None.
7. **Library Foundation Update:** Upcoming events: Trivia Night, 11/18/23; third Annual Mini-Golf Event: February 2024. Volunteers needed. Chamber Trick or Treat had close to 700 attending. Foundation/Friends ran out of bags to give out.
8. **Friends of the Library Update:** Upcoming events: Trivia Night, 11/18/23; third Annual Mini-Golf Event: February 2024. Volunteers needed. Book Sale netted about \$700.
9. **City Council Liaison Report:** Matt reported that his family attended the Halloween Event at the Library and it was a big success, many children attending.
10. **Old Business:** None.
10. **New Business:**
  - a. **Trustee Training – Chapter 8 Trustee Handbook:** *Evaluating Service and Advocating for Advancements.* Reviewed and discussed this chapter..
  - b. **Discussion/Approve Contracting City.** Director Sanders has reported that the City of Elkhart has inquired as to cost of contracting for services with Bondurant. After discussion motion by Kramer seconded by Ugulini to offer the same per capita that the citizens of Bondurant pay which is \$61.21 per capita. Motion carried.

**c. Discussion/Approve Purchasing Policy.** Motion to approve by Ugulini, seconded by Kramer. Motion carried.

**d. Discussion/Approve Photography & Video Policy:** Motion to approve by Kramer, seconded by Campbell. Motion carried.

**e. Discussion/Approve Artwork Display Policy:** Motion to approve by Ugulini, seconded by Keeler. Motion carried.

**f. Discussion Trustee Term Appointments – Terms ending 1/1/2024.** Motion to table by Ugulini seconded by Kramer until the December meeting as Trustee Flinn is absent. Motioned carried.

**g. Discussion Budget Prep 2025.** Director Sanders included in meeting packet financials from year-end FY2023 and financials from current FY 2024 for review by Library Board. Board will bring discussion for budget at December meeting.

**h. Discussion/Decision Mobile Staff Desk Purchase.** Director Sanders presented the need for a mobile desk that can be used in the YA area during high volume activity to assist patrons. Staff has chosen a unit from LFI for purchase. Motion Kramer, seconded by Ugulini to purchase mobile desk unit from LFI to be paid for from Trust & Agency funds.

**11. Board President Items:** Director Sanders will forward form to be used for the Director's evaluation to all Library Board. Board is to complete and return to President Bryant by December 10, 2023.

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

**Next Meeting:** Wednesday, December 6, 2023 at 6 PM.

Respectfully submitted,

Jill Sanders, Library Director