

Minutes of the Sherrard Public Library District Board of Trustees

September 17, 2019

Call to Order 7:00 PM.

Board Members in Attendance: Allen Holdsworth, Molly Kindelsperger, Cindy Sanders, Sarah Soliz, Sheryl Steele, and Jim DeWitt.

Board Members Absent: Barb Ruane.

Staff: Tori Drews

Motions:

1. Motion to approve the minutes of August 20, 2019 by Soliz, Second by Kindelsperger.
2. Motion to approve the Treasurer's report by Kindelsperger, Second by DeWitt.
3. Motion to approve Security Camera Policy by Kindelsperger, Second by Sanders.
4. Motion to rescind Library Administration Policy by Kindelsperger, Second by Sanders.
5. Motion to approve Job Descriptions Policy with amended 'other duties as assigned' by Soliz, Second by Kindelsperger.
6. Motion to approve Confidentiality of Library Records Policy by Soliz, Second by Kindelsperger.
7. Motion to approve Employee Discipline Policy by Kindelsperger, Second by Sanders.
8. Motion to approve Reference Services Policy by Soliz, Second by Kindelsperger.
9. Motion to adjourn at 8:00 by Sanders, Second by DeWitt.

Director Report:

- I. Tori reported that the "August Break" was successful and gave staff time to regroup and prepare for the coming year.
- II. The Fine Free Cards program is ready to be implemented
- III. Tori is hopeful we will soon get the final Records Retention Policy from the State. Records that need to be kept are in a locked filing cabinet in a staff area and those that will likely be disposed of are in the shed.
- IV. Grant Money from MidAmerican was used to purchase 3 additional tables for the computer lab. Tori is expecting to be able to reopen the computer lab in the near future.
- V. Dining Tour Books are available for purchase for \$35 with the library keeping \$10 from each sale.

New Business:

- a. Discussion and Approval of new policies.

The next meeting is October 15, 2019 at 7:00 PM.

Respectfully submitted,

Sheryl Steele, Secretary