



**Library Board Meeting
Minutes
6:30 p.m.
Tuesday, September 9, 2014
Archer Rooms**

Board Members Present: Clay, Gillman, Helmuth, Irish, Smith, Soeteber, Tucker, West Blank

Absent: Share

Staff Present: Westby, Light

Call to Order: 6:35 p.m.

Approval of Minutes of the August 2014 meeting (action item): Moved by Gillman, seconded by Smith to approve the August 2014 Library Board Meeting Minutes. Motion passed unanimously.

Approval of August 2014 Vendor Reports (action item): Moved by Gillman, seconded by Clay to approve the August 2014 Vendor Reports. Motion passed unanimously.

2015 Closing Dates (action item): Closing dates for 2015 are comparable to 2014. A date for a 2015 staff in-service will be approved at a later time. Moved by Smith, seconded by Gillman to approve the 2015 Closing Dates, as presented in the monthly report. Motion passed unanimously.

Reference Services Policy (action item): Moved by Gillman, seconded by Clay, to approve the changes to the reference policy as presented at the August library board meeting. Motion passed unanimously.

- (G) If it is not possible to answer the request to the patron's satisfaction with the library's materials, the following actions may be taken:
1. Use interlibrary loan service
 2. Refer patrons to library electronic resources and databases.
 3. Refer patrons to library public instruction handouts and classes.
 - ~~2-4~~ Make phone calls to local sources of information.
 - ~~3-5~~ Refer patrons to other resources outside the library.

Advocacy, Sponsorship, Corporate Sponsorship, and Public Comment Policies (possible action item): Approval of these policies was tabled to a future meeting, as the City Attorney has yet to review them. PKW will send any of his suggested revisions to the board.

Library Board Report: City Resolution to request Exemption from County Library Tax & Interview Schedule for Building Feasibility Study: PKW noted that this resolution passed in the city council. The board looks forward to upcoming interviews with architectural firms who would like to conduct the Building Feasibility Study. The interview schedule follows:

Tuesday, September 23

6:15 PM - FEH

8:00 PM - Dimensions IV

Wednesday, September 24

5:00 PM – Uhlein

6:15 PM - Bray

Next meeting: October 14, 2014 – 6:30 p.m.

Adjourn (action item): Moved by Tucker, seconded by Irish. 7:10 p.m.

Minutes written by Library Assistant II Rebecca Light and Director Pamela K. Westby based upon their notes and are subject to change.