

Blairstown Public Library Board of Trustees Meeting Tuesday, September 14, 2021

The regular meeting of the Blairstown Public Library Board of Trustees was held on September 14, 2021, at 6:00 pm. Members present: Therese Elliff, Carrie Smith, Kandee Kaiser, Mike Crow, Anthony Miller and Library Director Molly Rach Absent: Adam Colbert

- A. Call to order: The meeting was called to order by President Smith.
- B. Agenda Approval: A motion to approve the agenda was made by Crow and seconded by Elliff. Motion passed.
- C. Minutes of Previous Meeting: A motion to approve the minutes from the August 2021 meeting was made by Kaiser and seconded by Elliff. Motion passed.
- D. Treasurer's Report
- E. Approval of Bills: A motion to approve the bills was made by Kaiser and seconded by Crow. Motion passed.
- F. Budget Review: Rach reviewed the budget with the Board.
- G. Public Participation: None
- H. Library Circulation Report: Rach reviewed the circulation report with the Board
- I. Pending Library Legislation
- J. Library Trustee Training
 - a. Rach reviewed Chapter 8 of the 2021 Library Trustees Handbook
- K. Old Business
 - a. Director Review: The board discussed Director Rach's annual performance review.
 - b. BBQ Dinner Final Plans: Rach noted that all should be set for the dinner on Saturday.
 - c. Covid Protocols: Rach informed the board that the library has gone back to asking for masks when entering the library due to the increase in numbers in Benton County. Rach will continue to monitor infection rates.
- L. New Business
 - a. HelpNow Training: Library staff is in the process of working through video training for the new service. Rach has added a link to the library's website.
 - b. Public Computer Updates: Rach has purchased Clean Slate software for the public computers. Clean Slate works similarly to Deep Freeze, but is more user friendly and easier to keep up to date.
 - c. Teen Library Assistant: Rach has been approached by a community teen interested in a library position. Discussion was held about job descriptions, pay, and responsibilities should we hire a teen library assistant.
 - d. Review Policies
 - i. Personnel Policy-A motion was made with correction by Kaiser and seconded by Crow. Motion passed.
 - ii. Interlibrary Loan Policy-A motion was made by Kaiser and seconded by Crow. Motion passed.
 - iii. Inclement Weather Policy-A motion was made by Kaiser and seconded by Crow. Motion passed.
 - iv. Confidentiality Policy-A motion was made by Kaiser and seconded by Crow. Motion passed.
- M. Director's Report: Rach reported that this year's Learning Circuit will be held virtually on September 30, 2021.

Respectfully submitted,
Molly Rach