**Blairstown Public Library Board of Trustees Meeting**

**Tuesday, November 10, 2016**

The regular meeting of the Blairstown Public Library Board of Trustees was held on November 10, 2016, at 6:00 p.m.

Members present: Kandee Flowers, Anthony Miller, Simon Gunderson, Jodi Ballard, Molly Rach, and Lori Oberreuter. Carrie arrived a little late. Absent: Butch Akery

A. Call to Order: The meeting was called to order by Vice President Flowers.

B. Agenda Approval: A motion to approve the agenda was made by Miller and seconded by Ballard. Motion passed.

C. Minutes of Previous Meeting: A motion to approve the minutes was made by Ballard and seconded by Gunderson. Motion passed.

D. Treasurer's Report:

a. Approval of Bills: Rach reviewed the bills for the month. A motion to approve the bills was made by Miller and seconded by Ballard. Motion passed.

b. Budget Review: Rach reviewed the budget.

E. Public Participation: Wi-Fi issue - people using the library Wi-Fi after hours, people sitting in cars and others hanging around on main street, city is putting up cameras and replacing lights that may be burned out, if there is an issue that a person think needs attention call the cops

F. Library Circulation Report: The Board reviewed the report. Numbers were up this month.

G. Pending Library Legislation: none

H. Old Business:

a. Staff Training - pushing this back to a Tuesday in January

I. New Business:

a. City Council for November- Carrie but Anthony will be taking her place

b. Cleaning Contract - Molly will draw up a contract. We currently do not have one.

c. Staff Job Descriptions - education requirements for director - high school diploma, experience, and college degree if applicable, requirements for assistants - high school diploma or GED, experience

d. Community Christmas Party with Santa - December 14 5:30-7:00 or 7:30, craft and cookie decorating, Santa will be coming as soon as it starts

J. Director's Report: Great turnout for early out crafts. Kathy has had 12-16 kids on these days. December 7 and 22 are early out craft days. Molly is going to be planning activities for the week of Christmas break. On Wednesday, November 16th Molly and Cathy will be attending the Summer Reading Program workshop in Coralville.

The meeting was adjourned by President Smith.

Lori Oberreuter, Board Secretary