

JUNCTION CITY PUBLIC LIBRARY BOARD MEETING

November 16, 2021

The Library Board met in a regular session on November 16, 2021 at the JCP Library.

PRESENT WERE: Board Chair Jennifer Daeges; Board Members April Harris, Nancy Sabin, and Erin Dietrich; and Library Coordinator Michelle Schneider. Also present, was Bill DiMarco, of the JC Historical Society, by phone.

1. Call to Order

Board Chair Daeges called the meeting to order at 6:33pm

2. Changes to the Agenda

There were no changes to the agenda.

3. Approval of September 13, 2021 and October 11, 2021 Minutes

Minutes from September 13, 2021 and October 11, 2021 meetings reviewed and approved with no changes or additions.

4. Review of Financial Monthly Summary Report

- Library Coordinator Schneider went over budget line items and answered questions about what factors into each spending line for both the monthly summary and the annual budget.
- Library Coordinator Schneider discussed future plans for the library inventory and planned changes to the layout of the library.

5. Library Policies and Procedures – Fine Forgiveness Discussion

Board members and the library coordinator continued the discussion surrounding fee structure and how to offer fine forgiveness. Library Coordinator Schneider will create a procedure for fine forgiveness which will be reviewed for approval at a future meeting.

6. Library Board Trustee Training

Library board discussed available training materials available online.

7. Business

- **Library Survey** – Board Chair Daeges has assembled a survey for the library website. Paper copies will also be available at the library.
- **Board Orientation Book Compilation** - Board member Harris discussed possible content for the manual that will gather policies and materials to support members. A subcommittee will work on compiling a book – estimated start date January 2022.

- **Halloween Event Follow-up** – 34 patrons attended, 20 of which were children. Activities included charades, games, trivia, and crafts.
- **Ready-to-Read Grant Update** – Grant payment anticipated in December when backpacks and contents will be purchased.
- **Other Business** – No new business.

8. **Public Comment** – No comments were raised.

9. **Adjournment**

As there was no further business, the meeting was adjourned at 7:49pm.

Respectfully Submitted:

Michelle Schneider, Library Coordinator

The next Library Board meeting is scheduled for Tuesday, December 21, 2021 at 6:30 p.m.