LIBRARY BOARD OF COMMISSIONERS Minutes  
Monday, July 21, 2014, 5:15 p.m. Local History Room  
APPROVED SEPTEMBER 15, 2014

1. **In attendance:**
   - Peg Boyle Single, Ed Adrian, Kate Bouton, Peter Ireland, Jill Krowinski, Ellen MacLellan, Glenn McRae, Rubi Simon.

2. **Approval of June Minutes**
   - Jill made motion to approve, Peter seconded. Minutes approved.

3. **Public Comment**
   - There were no public comments.

4. **Restroom Policy**
   - Discussion about proposed policy.
   - Questions about access because we are public. Add a sentence about how the Director has authority to deny.
   - In terms of process, when we pass this draft policy it will go to the city attorney for review and then back to the commission for final review.
   - Rubi will get clarification on the policy process.

5. **Update on Summer Reading Program**
   - A concern was raised about the summer reading program and the age range. Currently the program is open for children k-8. Started a conversation about policies vs guidelines and how we can make them as inclusive as possible.
   - Rubi will work on the guidelines/recommendations.

6. **Report to City Council**
   - Peg and Ed will present the Commissioner's report in August to the Council.

7. **Committee Updates**

   **Development committee report**
   - Our fundraising goal from the City is $50,000.
   - Kath is developing fundraising plan with includes the Annual report, fundraising letters, etc.
   - Plan to have a meeting with the Friends to further collaborate and streamline our fundraising work.

   **Collections committee report**
   - The charge of the committee is under review since the City has been so responsive with FFL's issues.

   **Board Development**
   - The contract is available to review for the strategic planner.
   - Will ask Commissioners to attend the first kick off meeting with the planner.
   - Commissioners will send in their self-evaluations to Glenn by the end of the week.
8. **Cross-Committee Discussion**
   - Development will work with the Friends on fundraising, but also with the upcoming "Friendraiser"

9. **Recommendations for Trustee Position**

10. **Appointments for Chair and Clerk**
    - Jill nominates for Peg for Chair, Ed seconded. Board approves unanimously.
    - Peg nominates Ed for Vice-Chair, Jill seconded. Board approves unanimously.
    - Jill made the motion to postpone the clerk vote until the September meeting, Ed seconded. Board approves unanimously.

11. **Director's Comments**
    - Review of the sub-committee/priority calendar.
    - FRP out for the library IT system. Reviewing and evaluating what the IT needs are for the library.
    - Rubi has been asked to serve on the city IT committee.

12. **Staff Commissioners Update**
    - There's been a staffing shortage, but they are making it work.
    - Showing the soccer games was great, the community feedback was great.
    - Circ is getting a credit card machine for those would rather pay late fees with a card.

13. **Friends of the Library Update**
    - Working on book sale.
    - Coordinating grant reports with Kath.

14. **Actions to be taken**
    - Recruit a clerk
    - Find a date to meet the strategic planner in August
    - Development ask for contacts
    - Development/Friends lunch

*Jill makes a motion to adjourn, Glenn seconds. Board approves unanimously.*