

LIBRARY BOARD MEETING

December 1, 2010

Present: Janet Dalgaard, Kathy Graef, Sterling James, James Milne, Tom Miller, Pam North, Mary Jo Steele

Staff: Diane Satchwell and Joanna Campa

Absent: Greg DiLoreto (*excused*) **Others Present:** Tina Decker

Library Board Chair James Milne called the meeting to order at 5:49pm.

Minutes Approval: **Sterling James moved to approve** the September minutes. **Mary Jo Steele seconded** the motion. The motion **passed 7:0**. **Tom Miller moved to approve** the October minutes. **Pam North seconded** the motion. The motion **passed 6:1**. Kathy Graef abstained as she was not at the October meeting.

Agenda Review: No changes were made to the agenda.

Directors Report:

Community room policy – Library Director Diane Satchwell put together a new Community Room Policy. She passed out a copy of the new policy to the Board for them to review and approve. **Tom Miller moved to approve** the new Community Room Policy as written. **Mary Jo Steele seconded** the motion. The motion **passed 7:0**. Ms. Satchwell stated that the new policy will be put on the agenda for City Council approval later in December. She has also been working on updating community room procedures and booking policies.

Update Strategic Plan - Ms. Satchwell stated that the online survey closed at midnight last night. She is compiling data and will get the results to the Board as soon as it is ready. The strategic plan document itself will probably be 25 pages or less. She stated she is working with a consultant and after the final draft done; he will go over it and see that everything is set up and looks correct.

New Business:

Advisory Group Annual Report – Ms. Satchwell discussed with the Board the Advisory Group Annual Report that is due in a few days. They discussed key questions as Ms. Satchwell gathered information from the Board for the report.

Board Comments:

The Board discussed doing a breakfast for staff in February at their Staff meeting.

Janet Dalgaard stated that the annual Christmas Party will be held December 30th at Greg DiLoreto's home. Invitations are to follow.

Library Chair James Milne adjourned the meeting at 6:26pm.

Respectfully Submitted,

Joanna Campa
Recording Secretary

Next meeting: January 26, 2010 5:45pm