

**MINUTES FROM THE PATRICK HEATH PUBLIC LIBRARY  
ADVISORY BOARD MEETING  
October 11, 2018**

In attendance: Karen Hill, Ashlee Pfeiffer, Susan Nelson, Richele Poston, Martha Schaefer, Greg Woodard, Sandy Johnston and Kelly Skovbjerg. Absent: Susan Whipple and Ann Meyer.

The meeting was called to order at 6:01 p.m. by Chair, Susan Nelson.

**Guests**

None.

**Minutes**

The minutes of the September 13, 2018 meeting were read. Ashlee Pfeiffer moved to approve and Greg Woodard seconded. Motion carried.

**Citizen Comments**

None.

**Library Director's Report**

Kelly Skovbjerg presented the September Monthly Report (attached) which highlight activities and accomplishments by department. The report also includes photos of events and the October calendar of activities at the library. We hired a new part-time person, Tricia Laffer. We have applied for a matching grant that would allow us to put on 10-12 concerts weekly from May-July 2019. There will be several hoops to jump through and hopefully we make it to the next round. We will send out information if we make it to the next round which will require people to vote for us. We are currently working on a new logo/tagline for the library and the Friends will also be getting an updated logo. Thanks to the Friends for funding the new logo. The city's current website company is redesigning the city's site, to include the library.

**Committee Reports**

None.

**Old Business**

**Strategic Plan 2017-2019**

There has not been any progress made with a city-wide strategic plan. As previously reported, the library begins working on an update of their strategic plan in January 2019.

**Volunteer Program**

Upon further discussion with the county probation department, the only organizations allowed to provide community service hours for the city or county are non-profits. Since we are municipal we do not fall into this category. The Friends could allow community service hours as they are a non-profit.

## **New Business**

### **Circulation Policy**

The board was asked to consider making the change in the policy that a sponsor must have a library card before a minor can receive a card. The board's opinion is that if a sponsor doesn't want a card they don't want a child to be prevented from getting a card. Ashlee Pfeiffer made a motion to approve the policy with existing changes and Martha Schaefer seconded. Motion carried.

### **Interlibrary Loan Policy**

A motion to approve the policy was made by Greg Woodard and Ashlee Pfeiffer seconded. Motion carried.

### **Fee Schedule**

There were many suggested changes to the fee schedule last month, so Kelly Skovbjerg brought it back so that the board could review again to make sure the changes are reflective of what everyone agreed to last month. There was no need for another vote as it was approved last month.

### **Support Groups**

The Friends officially kicked off their first annual campaign. They've seen great response and raised a little over \$5,000 in three weeks. They expect more donations before year end. The Friends have approved an almost \$47,000 request from the library to assist with programming, digital resources, contingency for the Hub renovation project, technology, and more.

As previously reported the Foundation is funding most of the Hub renovation project. As such, they would like to play a larger role in the process and will be involved in the bidding process, at the very least.

### **Other Business**

None.

### **Date for Next Regular Meeting**

The next meeting is scheduled for Thursday, November 8, 2018 at 6:00 pm in the PHPL second floor conference room. Martha Schaefer mentioned she would not be at next meeting.

Ashlee Pfeiffer made a motion to adjourn the meeting and Greg Woodard seconded. Motion carried.

Respectfully submitted on November 1, 2018.

Sandy Johnston