

# **Logan County Library Board Minutes**

**9/8/22**

**Call to Order (President) Called to order at: 4:37pm**

Roll Call of Members Present (President) Melody, Lyndel, Joni, Katie, Kathy

**Reading of September Minutes by (Melody)**

**Motion to Pass Minutes as Read: Joni**

**2nd the motion: Syd**

**Vote passes #: 4/4**

**Finances (Treasurer) spent: \$ , previous balance \$ , current balance \$  
(Pushed to October meeting)**

**Library Director Report (Librarian)**

**Kruze Bennet Grant was submitted and accepted**

**Overdrive checkouts 82**

**Sept 30 workshop for cricut.**

**Game day and open house was a bust.**

**Coat rack, Melody will give Larry V. a call.**

**Voicemail will get checked on and added this month.**

**Friends of Library Report (Librarian) Next meeting is in November so nothing to share this month.**

**Old/ Unfinished Business (President)**

- **Movie Night progress, collaboration with school - table it until a spring meeting**
- **Set up cricut days for library - Going to plan on Tuesdays: October 11, November 8, December 6. Starting at 1:00-4:00pm**

**Equipment/Book Needs (President)**

- **Melody to design some seasonal banners to put up on the ends of book cases, 4 seasons, maybe feature clear pockets that books can be dropped in for display.**
- **Get voicemail set up for library**

**New Business (President)**

**Accreditation/Grants (Secretary)**

- **Melody to update chamber web page for library for accreditation**
- **Board went through existing policies, board agreed to have Melody rewrite and add to several policies, and final review/approval will happen at October meeting. It was also agreed that Melody go ahead and post them to our webpage prior to approval and will update as needed after approval.**
- **Melody to post poll about hours open**
- **Syd to finish technology plan and will send for a virtually review and approval.**
- **Melody contact Christa and let her know ILS is online. Melody to check and make sure our system meets requirements.**

**Need to Add the following with necessary edits to existing policies/and retype existing policies so we have a editable format available for future reviews:**

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**1.03.04 Confidentiality of patron records — In the delivery of library services, the right of patrons to have the nature of their research and library transactions remain private. In Nebraska this confidentiality extends even to revealing the identity of a library user unless proper court procedures seeking such information have been followed.**

**1.03.06 Emergency, safety, and disaster planning — Policy which serves as the basis for a set of guidelines or steps prepared in advance to help the staff of a library deal with unusual occurrences that may temporarily disrupt normal operations (fires, bomb threats, security violations, etc.). We discussed and approved this at a previous meeting, need to find and add to our updated library policies.**

**1.03.07 Exhibits, displays, bulletin boards — Events and Activities in the community may be posted on the Libraries bulletin board. It is at the discretion of our library director to approve what can be exhibited.**

**1.03.08 Facilities, including meeting rooms – The library may be used by patrons for meetings and/or book clubs. It is at the discretion of our library director to approve what can be held in our library space.**

**Internet use: computer systems and equipment may be used by patrons and staff, but are prohibited to use of the library computers for private commercial or unlawful activities.**

**Marketing: write up about website, social media and how we use to promote activities and events in the library.**

**Public services (including circulation of library materials): add overdrive and update that policy.**

**1.03.18 Weeding — Add a library policy on weeding that library director weeds a minimum of Once a year and uses her best discretion to weed. Before eliminating series or collections of books she may discuss with the board prior to weeding for approval.**

**Need to update fines and damages policy. Approved to not charge fines. We still take donations. Damaged books will be charged for book cost plus shipping.**

**Update hours policy Tuesdays and Thurs 8:30-12 and 12:30 to 5pm**

**Major holidays are closed.**

**Summer Reading Program Policy: 4-5 weeks end of May to mid June.**

**Book challenges/reconsiderations policy.**

**Next Meeting DATE: 10/20/22**

**Motion to Adjourn: Melody**

**2nd the motion to Adjourn: Katie**

**Vote passes: 4/4**

**Meeting Adjourned (President) Time: 5:42pm**