



THE CITY OF EAGLE EAGLE PUBLIC LIBRARY BOARD Minutes

Eagle Public Library, 100 N Stierman Way
December 18, 2019 6:00 P.M.

1. CALL TO ORDER at 6:01pm
2. ROLL CALL: HYER, THAEMERT, SOELBERG, MORTENSEN, LEWIS all present
3. ACTION ITEM: ADDITIONS, DELETIONS, OR MODIFICATIONS TO THE AGENDA
4. ALL CONSENT ITEMS ARE ACTION ITEMS. CONSENT AGENDA:
 - Consent Agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless an Eagle Public Library Board of Trustees member, City Staff, or a citizen requests an item to be removed from the Consent Agenda for discussion. Items removed from the Consent Agenda will be placed on the Regular Agenda in a sequence determined by the Rules of Order.
 - Any item on the Consent Agenda that contains written recommendations from the City of Eagle shall be adopted as part of the Eagle Public Library's Board of Trustees Agenda approval motion unless specifically stated otherwise.
 - Minutes of November 20, 2019
 - Minutes of November 25, 2019
 - Approval of Bills.
 - Guest Code of Conduct Policy: Annual policy review. This policy was adopted on May 13, 2019, and last reviewed and reaffirmed on December 19, 2018. There are no recommended changes.
 - Exhibit Case and Displays Policy: Annual policy review. This policy was adopted on August 12, 2013 and was last reviewed and reaffirmed on January 16, 2019. There are no recommended changes.
 - 1st: Thiemert
 - 2nd: Mortensen
 - Unanimously approved
5. REPORTS
 - a. Director's Report
 - i. Circulation up over previous year 3%, digital 11%, 6% overall
 - ii. Staff development day was successful
 - iii. Gingerbread program drew about 600 people
 - iv. Donuts with Dad drew about 200 people
 - v. Irene was promoted to Lifelong Education Manager
 - vi. Marketing candidate accepted offered
 - b. Library Liaison / City Hall Reports- Mitchell is at a special meeting with the City so not present tonight
 - c. Board Specialists Reports
 - i. Growth and Development- Mortensen is in a holding pattern until new Mayor and Council is sworn in.
 - ii. Finance- Thiemert, nothing to report
 - iii. Personnel- Hyer and Soelberg met with Steve to discuss staffing options for the amended budget
 - iv. Foundation- Soelberg is in holding pattern until some contact information is provided
6. OLD BUSINESS
 - a. ACTION ITEM: Review of approved amended budget for FY 2019-20.
 - i. Reviewed approved amended budget that was forwarded to City Council for approval to bring new Board member up-to-speed.
 - b. ACTION ITEM: Job Descriptions.
 - i. Motion to approve Guest Services Manager, Material Services Specialist, the Youth Programming Librarian, and Adult Programming Librarian job descriptions

1st: Hyer
2nd: Thiemert
Unanimously approved
7. PUBLIC COMMENT: This time is reserved for the public to address the Eagle Public Library Board of Trustees regarding concerns or comments they would like to provide to the Board regarding subjects **not** on the agenda. This is **not** the time slot to give formal testimony on a new business item or pending application or proposal. Out of courtesy



**THE CITY OF EAGLE
EAGLE PUBLIC LIBRARY BOARD**

Eagle City Hall, 660 Civic Lane
March 19, 2019 6:00 P.M.

8. ADJOURNMENT

1st Soelberg

2nd Mortensen

Adjourned 7:18pm