



# THE CITY OF EAGLE EAGLE PUBLIC LIBRARY BOARD MINUTES

Eagle City Hall, 660 Civic Lane  
November 18, 2020 6:00 P.M.

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1. **CALL TO ORDER** at 6:02 pm
2. **ROLL CALL: MORTENSEN, HYER, SOELBERG, LEWIS** all present
3. **ACTION ITEM: ADDITIONS, DELETIONS, OR MODIFICATIONS TO THE AGENDA**
4. **ALL CONSENT ITEMS ARE ACTION ITEMS. CONSENT AGENDA:**
  - a. 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.
  - b. 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.
  - c. Minutes of September 16, 2020
  - d. Approval of Bills.
  - e. Guest Care Policy: Annual policy review. This policy was adopted on October 19, 2016. There are no recommended changes.
  - f. By-Laws: Annual policy review. This policy was adopted on February 8, 2016, and was last reviewed and reaffirmed on November 18, 2019.
  - g. Board of Trustees: Annual policy review. This policy was reviewed and reaffirmed on November 18, 2019.
    - 1<sup>st</sup>: Lewis
    - 2<sup>nd</sup>: HyerConsent agenda unanimously approved
5. **REPORTS**
  - a. **Director's Report**

Circulation is still down. Last year we circulated over 513K items. Currently, the carpeting is being replaced inside the Library.
  - b. **Library Liaison / City Hall Reports:** Ms. Gold- nothing to report
  - c. **Board Specialists Reports**
    - i. **Growth and Development:** Mortensen, there is a draft capital improvement plan in the works through the City.
    - ii. **Finance:** no report
    - iii. **Personnel:** Hyer, no report
    - iv. **Foundation:** Soelberg, nothing to report
6. **OLD BUSINESS**
  - a. **None**
7. **NEW BUSINESS**
  - a. **ACTION ITEM: City of Eagle Capital Plan Overview:** Presentation by Nichoel Baird Smith regarding the City of Eagle Capital Plan Overview process.

For this year, *individual* requests will be due to Nicole on November 30<sup>th</sup>.
  - b. **ACTION ITEM: Collection Development Policy:** Annual policy review. Request for consideration of clarification of self-published titles paragraph.
    - 1<sup>st</sup>: Hyer
    - 2<sup>nd</sup>: MortensenChanges related to self-published works are unanimously approved
  - c. **ACTION ITEM: Library Logo.** Consideration of joining City-wide branding project.

Support to move ahead with participating in City-wide rebranding program.



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

Eagle City Hall, 660 Civic Lane

March 19, 2019 6:00 P.M.

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- d. **ACTION ITEM: Public Information Office.** Request for approval of partial funding for City of Eagle Public Information Officer.  
1<sup>st</sup>: Mortensen  
2<sup>nd</sup>: Hyer  
Providing 30% of salary support out of Library budget to support new Public information officer position is approved
8. **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 for all who wish to speak, the Board requests each speaker limit their comments to three (3) minutes.
9. **ADJOURNMENT**
- 1<sup>st</sup>: Lewis  
2<sup>nd</sup>: Hyer
- Unanimous approval to adjourn at 7:11pm