**Minutes of Regular Meeting of the Vinton Public Library Board**

**Wednesday, July 10, 2024, 5:00 p.m.**

**Vinton Public Library**

The meeting was called to order by Board Chair Jimmy Kelly at 5:00 p.m.

Roll Call was taken.

Board members in attendance: Whitney Bowen, Dave Gates, Ann Harrison, Jimmy Kelly (Board Chair), Michele Lash, and Julie Piper. Matt Walston and Matt Wilden were absent. Jen Kreutner (Secretary) was present and took minutes but was unable to vote at this meeting as she had to wait for the supervisors to vote on the appointment for next term. Library Director Kelly Henkle was also in attendance.

Motion to approve agenda by D. Gates. 2nd by A. Harrison. Motion passed 6-0.

Motion by J. Piper to approve consent agenda. 2nd by M. Lash. Motion carried 6-0.

There were no public comments.

Friends of the Library Report was given by Margie Ortgiesen.

Board Continuing Education: Director Henkle presented information about the Benton County Library Association.

Old Business:

* Director K. Henkle asked for final approval of the FY25 Budget. Motion by W. Bowen to formally adopt the FY25 Budget. 2nd by D. Gates. Motion passed unanimously.

New Business:

* Board reviewed the VPL Record Retention Policy. Director Henkle added a retention time of 5 years for Accounts Payable & Receivable and 10 years for Claims Listings and/or Receipt Journals to the policy. Motion by M. Lash to approve the VPL Record Retention Policy as amended to include newly added retention times. 2nd by J. Piper. Motion carried 6-0.
* Director Henkle presented the Annual Report to the board. She will present the Annual Report to the City Council on August 8th.
* Director Henkle presented the results of the Community Survey to the board.
* Motion by A. Harrison to list the surplus equipment of one metal shelf for sale. 2nd by W. Bowen. Motion carried unanimously.
* Director Henkle reminded the board that a new evening and weekend position was planned for in the budget. She presented a job description and asked for approval to hire for this position. Motion by M. Lash to give Director Henkle the approval to post the position and hire someone for the position for up to 10 hours per week. 2nd by J. Piper. Motion passed 6-0.
* Board reviewed and signed VPL Conflict of Interest Policy and VPL Ethics Policy.
* Board & Director will review terms of officer positions at the next meeting.

Director K. Henkle gave the Director’s Report. She gave an update of the past month’s activities, including the Summer Reading Program, and explained that the library has received a $1000 grant from the Lois Lensky Covey Foundation for new bookmobile books.

D. Gates moved to adjourn the meeting at 6:17 p.m. W. Bowen seconded the motion. Motion carried unanimously. Meeting adjourned.

Jennifer Kreutner

Secretary