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

**Wednesday, September 11, 5:00 p.m.**

**Vinton Public Library – Virginia Holsten Board Room**

The meeting was called to order by Board Chair Jimmy Kelly at 5:03 p.m.

Roll Call was taken.

Board members in attendance: Whitney Bowen, Dave Gates, Ann Harrison, Jimmy Kelly (Board Chair), Jen Kreutner (Secretary), Michele Lash, Julie Piper, Matt Walston, and Matt Wilden. Library Director Kelly Henkle was also in attendance.

Motion to approve agenda by M. Wilden. 2nd by M. Lash. Motion passed 9-0.

Motion by M. Wilden to approve consent agenda with an amendment to move the $1200 Electronic Engineering cost from the Repair & Maintenance of Equipment account to the Other Contractual Services account. 2nd by D. Gates. Motion carried 9-0.

There were no public comments.

Friends of the Library Report was given by Margie Ortgiesen. The next meeting of the Friends will be Sept. 27 at 6:00 p.m. The Friends will be partnering with Virginia Gay Hospital to host a pink night at the library to fundraise for Gifts of Hope. The Friends group will also have a table near the courthouse on Oct. 26 during the city trick or treat event.

Board Continuing Education: Director Henkle shared the State of Iowa Annual Survey form with the board and explained about the various data that is tracked and reported each year. The current survey tracks July 1, 2023 through June 30, 2024 and will be due October 31, 2024.

Old Business:

* The board reviewed bids by Tharp Design and Office Concepts for interior signage at the library. Motion by M. Wilden to approve the bid by Tharp Design for the complete list of signage and installation, leaving specific sign option choices to the discretion of Director Henkle. 2nd by W. Bowen. Motion passed unanimously.

New Business:

* The Board reviewed the VPL Volunteer Policy. Motion by D. Gates to approve the updated policy with information added pertaining to Work Assignments and Supervision and Library Staff Members. 2nd by J. Piper. Motion carried 9-0.
* The Board reviewed the VPL Circulation Policy. Motion by M. Lash to approve the policy with updates to DVD replacement, replacement to overdue materials, and fax use. 2nd by A. Harrison. Motion passed 9-0.

Director K. Henkle gave the Director’s Report, highlighting circulation trends by comparing the month of August for the past 6 years. All the data shows positive trends over Director Henkle’s two years at Vinton Public Library. She also reported on the newly painted library steps and positive feedback on the early library hours, book lists, personalized purchases for memorial donations, sidewalk leveling, and staff and volunteers.

Board members reflected on the past two years and congratulated Director Henkle on this milestone.

Motion to adjourn the meeting at 6:10 p.m. by W. Bowen. 2nd by M. Wilden. Motion carried unanimously. Meeting adjourned.

Jennifer Kreutner

Secretary