

Minutes for Meeting #20 August 28, 2013

Present: Sylvan Jacobsen, Marla Atkinson, Margene Dudley, John Ingersoll, Charlyn Warner

Late: Marilyn Grua

1. Minutes were read and approved for August 14, 2013.
2. Margene wrote a letter about the summer tutoring program. John delivered the letter to the mayor on August 26.
3. Policy was discussed. Changes were made. Appendices will contain the forms for the library and can be changed or added to as needed. Char will email the changes to Joel.
4. Marla talked to her husband and asked him to come up with samples of the wooden books and book case. Samples of the books will come with Marla next meeting. Our vote is books #1, Tree #2 but more information is needed.

We are going to see if we can get leaves that can be used without buying the whole kit.

Colors of leaves could be used to show different levels of support to the library, monetary amounts could be shown with the different colors.

5. We discussed the need to support the Friends of the Library. They meet the 4th Wednesday of every month.
6. Our Policy Manual is considered a living document and can be changed as needed.
7. The next meeting is scheduled for Sept. 18, 2013 at 4:15 in the break room.
8. Problems with customer service at our library were discussed. John needs to create a policy that will be followed if incidents keep happening.
9. We discussed how keys need to be made that lock off our library from USU use. John will check on that.
10. Meeting was adjourned at 5:25 p.m. Char made the motion, Marilyn seconded.