

## **Baxter Public Library Meeting**

### **October 6, 2020**

The meeting was **called to order** at 6:05 p.m. in the library with all five board members present, along with Director Marie VanBeek.

The **agenda** for the meeting was approved after a motion by Donna and a second by Greg. Likewise, the **minutes** from the September meeting were approved after a motion by Greg and a second by Liz.

Marie gave the **Librarian's Report** stating that Baxter has received the direct state aid in the amount of \$1,467.44. Another check for open access will be coming before the end of the year. Baxter remains at the top level of accreditation.

The Director Evaluation was distributed to all board members. These are to be filled out and returned to Liz at next month's meeting for tabulation.

Under **Old Business**, Marie reported on **current programs** at the library. It has mainly been adult book club, but Marie and Jennifer will start programming with BELC tomorrow. This will probably serve between 12 and 15 children weekly on Wednesdays.

In **New Business**, the board **completed training on Chapter 19: Planning for the Library's Future**. Marie reported that Jennifer has been working on the new **library website** and will be posting policies and minutes from the board meetings. Next, the board reviewed the library **ordinance**. The **bylaws** were approved after being edited and the new meeting night was added. Motion made by Leah and seconded by Barb.

Next the board reviewed the **Operating Policy, the City Purchasing Policy, and the Annual Survey**, noting that our checkouts are down with COVID-19. Last the board discussed the **\$520 memorial from the Harold Hill family**. At this time the money will be kept in the education foundation account, earmarked for the library, until an appropriate and lasting purchase can be decided upon.

Greg made the motion, seconded by Leah, to approve the **city bills**. Motion carried. There was no **Petty Cash Report** this month.

There were no **Public Comments**. The next meeting will be held on Tuesday, November 3, 2020, at 6 p.m. in the library.

Meeting adjourned at 6:50 p.m.  
Respectfully submitted,

Donna Akins  
Secretary