

**MINUTES FROM THE PATRICK HEATH PUBLIC LIBRARY
ADVISORY BOARD MEETING
January 11, 2018**

In attendance: Susan Whipple, Martha Schaefer, Ann Meyer, Karen Hill, Richele Poston and Ashlee Pfeiffer, Kelly Skovbjerg. Absent: Susan Nelson, Woody Woodard, Sandy Johnston

The meeting was called to order at 6:03 p.m. by Vice Chair Ann Meyer.

Guests

None.

Minutes

The minutes of the November 9, 2017 meeting were read. Martha Schaefer moved to approve and Richele Poston seconded. Motion carried.

Citizen Comments

None.

Library Director's Report

Kelly Skovbjerg presented the November and December Monthly Reports (attached) which highlight activities and accomplishments by department. The reports also include photos of events and the December and January calendars of activities at the library.

Committee Reports

None.

Old Business

Strategic Plan 2017-2020

Nothing new to report.

New Business

Policies:

Governance Policy

Martha Schaefer moved to approve and Susan Whipple seconded. Motion carried.

Open Carry Policy (internal)

Ashlee Pfeiffer moved to approve and Richele Poston seconded. Motion carried.

Procedures:

Emergency Response Procedures

Most of the changes in the procedures come under section G. Active Shooter/Hostage Situation based on information Kelly Skovbjerg acquired from the BPD and a webinar focusing on active

shooter events in libraries. Ashlee Pfeiffer moved to approve with changes and Richele Poston seconded. Motion carried.

Revocation of Library Privileges discussion

Kelly Skovbjerg updated the board pertaining to an unattended minor and this person's use of the library. She also indicated that it has proved challenging to be consistent in consequences related to zero-tolerance behavior from unattended children. She will continue to update and seek advice from the board in these matters.

5 Year Comparison Report

This report (attached) was presented again to the board. Most statistics remain level or have increased from 2016 to 2017 with the exception of volunteer hours, computer use and circulation which have seen small percentage decreases. The collection turnover rate, the number of materials checked out relative to the size of the collection, is lower as well. The turnover rate is the number of materials circulated divided by the number of physical materials held. Turnover rate indicates how often each item in the collection was lent, thus this measure is relevant to use of the collection. One thing that staff will focus on this year is collection and circulation analysis to determine what is needed to improve statistics in these areas.

Other Business

None.

Date for Next Regular Meeting

The next meeting is scheduled for Thursday, February 8, 2018 at 6:00 p.m.

Ashlee Pfeiffer made a motion to adjourn the meeting.

Respectfully submitted on January 17, 2018,

Kelly Skovbjerg