

**MINUTES FROM THE PATRICK HEATH PUBLIC LIBRARY
ADVISORY BOARD MEETING
April 11, 2019
Bookshop Under the Windmill**

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

The meeting was called to order at 6:00 p.m. by Chair, Susan Nelson.

Guests

None.

Minutes

The minutes of the March 14, 2019 meeting were read. Greg Woodard moved to approve, and Ann Meyer seconded. Motion carried.

Citizen Comments

None.

Library Director's Report

Kelly Skovbjerg, Library Director, presented the March Monthly Report (attached) which highlights activities and accomplishments by department. The report also includes photos of events and the April calendar of activities at the library. Kelly mentioned the Digital Media Lab grant that we received and all the things we plan to implement. The Board seemed excited at the fact they would be able preserve memories digitally.

Committee Reports

None.

Strategic Plan FY2017-2019

Updates to this plan will be covered under Strategic Plan FY2020-2022

Support Groups

The Friends celebrate their 7th anniversary at the Bookshop on May 4. Please stop by and congratulate them. The Foundation's annual fundraising event will be held on June 22, 2019. The BPLF is still considering funding half of the proposal for a library facilities master plan. The City did produce a short video in April thanking the BPLF for their support of the Hub renovation project.

Strategic Plan FY2020-2022

Kelly reviewed the current FY17-19 plan with most goals being accomplished up to now. Kelly then provided summaries of community and library trends and benchmark data that is relevant

to our planning discussions. The board was then asked to review previously determined strengths and weaknesses and then conduct an environmental scan on opportunities and threats. The board determined that a survey is the best way to garner data from constituents, so Kelly will edit the previous survey to fit current needs and present to the board for dissemination in May. It was suggested that we get the surveys to service organizations, groups that use the library's meeting rooms, and people that attend library programs. Kelly will also send notes on the April strategic planning session for the board's review.

New Business

Americans with Disabilities Act Policy

A motion to approve the policy with suggested changes was made by Martha Schaefer and Ashlee Pfeiffer seconded. Motion carried.

Confidentiality of Library Records Policy

A motion to approve the policy with suggested changes was made by Greg Woodard and Susan Whipple seconded. Motion carried.

Other Business

Date for Next Regular Meeting

The next meeting is scheduled for Thursday, May 9, 2019 at 6:00 p.m. at the Bookshop Under the Windmill.

Respectfully submitted on April 29, 2019.

Sandy Johnston