

**MINUTES OF THE PATRICK HEATH PUBLIC LIBRARY
ADVISORY BOARD MEETING
September 13, 2012**

Chair Jeanne Clarke confirmed that a quorum was present and called the meeting to order at 6:00 p.m. Also in attendance: Paula Petty, Carol Green, Shirley Hord, Chuck Bardwell, Brian Cartwright, Ashlee Pfeiffer, Kelly Skovbjerg, Sandy Johnston. Absent: Rita Weber

Guests

No guests were present.

Reading and Approval of 8/1312 Minutes

The minutes of the last meeting were read. Ashlee Pfeiffer moved to approve and Chuck Bardwell seconded. Motion carried.

Citizen Comments

None.

Library Director's Report

Staff changes: Natalie is now solely Assistant Library Director and will supervise Technical and Circulation Services. She will also be responsible for staff scheduling. Robin is now Librarian for Adult and Young Adult Services. Laura is now Library Assistant for Circulation Services. She will also take over meeting room scheduling. Ann is now Library Assistant for Adult and Young Adult Services. Sandy is now Administrative Assistant to both the Library Director and Assistant Library Director.

Boys & Girls Club will have an after school program at the library. Details to follow soon.

Committee Reports

None.

Old Business

None.

New Business

Friends Update

The FriendShop hours are now every Wednesday, Friday and Saturday from 10 a.m to 2 p.m. The Friends are currently taking donations for a deck at the rear of the building. Upcoming Mini Sales are October 13 from 9 a.m.-1 p.m. and December 8 from 9 a.m.- 3 p.m.

Foundation Update Ariel Brooks-Stevens, E.D.

Live at the Library's 4th season began on September 11 with a concert by Dara Niemi; 120 people attended the event. We are looking for volunteers to be a part of the "Live Crew". The Live Crew will help with set-up and take down for each concert. If you are interested in joining this crazy crew, you can sign up at the library at the volunteer sign up station.

Computer Use and Wireless Access Policy

Paula Petty moved to approve the policy and Shirley Hord seconded. Motion carried.

Customer Service Policy

Ashley Pfeiffer moved to approve the policy and Carol Green seconded. Motion carried.

Emergency Response Procedures Policy

This policy is still being evaluated for changes to add additional training for staff members. Shirley Hord moved to table this policy and Ashlee Pfeiffer seconded. Motion carried.

Other Business.

Election of Officers:

Jeanne Clark made a motion to elect Ashlee Pfeiffer as **President** and Paula Petty seconded. Motion carried.

Shirley Hord made a motion to elect Brian Cartwright as **Vice President** and Paula Petty seconded. Motion carried.

Carol Green made a motion to elect Rita Weber as **Secretary** and Ashlee Pfeiffer seconded. Motion carried.

Carol Green moved to adjourn, Paula Petty seconded. The meeting was adjourned at 6:49 p.m.

The next meeting is scheduled for October 11, 2012.

Respectfully submitted on September 27, 2012,

Sandy Johnston