

**MINUTES OF THE PATRICK HEATH PUBLIC LIBRARY  
ADVISORY BOARD MEETING  
November 8, 2012**

Chair Ashlee Pfeiffer 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, Kelly Skovbjerg, Sandy Johnston, and Rita Weber  
Absent: Jeanne Clarke

**Guests**

No guests were present.

**Reading and Approval of 9/13/12 Minutes**

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

**Citizen Comments**

None.

**Library Director's Report**

The library will be closed on November 11 in observance of Veterans Day. We will also be closed November 24 and 25 for the Thanksgiving holidays and December 24 and 25 for Christmas Holiday. Holiday decorating will be November 24 at 9 a.m. and through the following week by volunteers. Any remaining things to be done will be done December 1 at 9 a.m. Call or email Sandy to sign up to help.

The library begins strategic planning in January. It will consist of a ten-member committee meeting for 4 2-hour meetings from January-May 2013. Our hope is to garner recommendations for how to use the new facility and what the community sees for its library in the future.

**Committee Reports**

None.

**Old Business**

**Emergency Response Procedures**

Carol Green made a motion to table the policy until further information is available on active shooter scenarios and Brian Cartwright seconded. Motion carried.

**New Business**

**Friends Update**

The Friends are holding an event every month. This month they are having a Folded Book Art Class on November 29 from 5 p.m. to 7 p.m. The cost is \$20 and the Friends will supply the materials. The next book sale will be December 8 from 9 a.m. to 3 p.m. in the lobby of the library and the FriendShop.

**Foundation Update**

Live at the Library will be Tuesday, November 13 with Fiesta City Chorus, a chapter of Sweet Adelines International. The group is basically the female version of Barbershop Quartet-style harmonizing. The

performance will begin at 6 p.m. More information is to follow from the Foundation on the Yellowstone National Park summer exhibit and reading program.

**Interlibrary Loan Policy**

Paula Petty moved to approve the policy and Rita Weber seconded. Motion carried.

**Copyright Policy**

No changes except bottom portion should change from revised to reviewed. Carol Green moved to approve the policy with the change and Paula Petty seconded. Motion carried.

**Program Policy**

Chuck Bardwell moved to approve the policy with the one change on page three under Refreshments: change the word non-alcoholic to alcoholic beverages; Carol Green seconded. Motion carried.

**Other Business.**

**Circulation Policy**

It was suggested by collection agency that we change after 30 days overdue we will send to collection agency to 21 days. We'd also like to allow patrons to renew temporary cards as many times throughout the year now that the renewal amount would be more than the out-of-county \$50 fee.

Paula Petty moved that there be no meeting in December. She also moved to adjourn the meeting; Rita Weber seconded. Motion carried and the meeting was adjourned at 7:00 p.m.

The next meeting is scheduled for January 10, 2013.

Respectfully submitted on November 13, 2012,

Sandy Johnston