



BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
November 17, 2016

I. CALL TO ORDER.

The Management Committee met in the second floor conference room on Thursday, November 17, 2016. Chair Kris Graack called the meeting to order at 9:23 a.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Rich Pope, Kris Graack, Carol Kidd.

Also Present: Holly Richards Sorensen, Roberta Johnson, Michelle Meyer Edley.

Absent: Patricia Thompson.

III. LIBRARY POLICY REVIEW.

The Committee discussed changes to Policy B, Material Selection and Collection Development Policy.

MOTION by Rich Pope, seconded by Kris Graack, to approve changes to Policy B: Material Selection and Collection Development Policy. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed changes to Policy D, Personnel Policy.

MOTION by Rich Pope, seconded by Kris Graack, to approve changes to Policy D, Personnel Policy, as amended. VOTE: AYES: All. NAYS: All. MOTION CARRIED.

IV. REVIEW JOB DESCRIPTIONS

The Committee discussed changes to the following job descriptions:

Circulation Services Manager

Readers' Services Assistant

Reference Services Assistant

MOTION by Rich Pope, seconded by Kris Graack, to approve changes to the following job descriptions:

Circulation Services Manager

Readers' Services Assistant

Reference Services Assistant

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed changes to Policy C-4 Lost or Damaged Materials.

MOTION by Rich Pope, seconded by Kris Graack, to approve changes to Policy C-4 Lost or Damaged Materials. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The Committee discussed changes to Policy C-3 Overdue Fines.

MOTION by Rich Pope, seconded by Kris Graack, to approve changes to Policy C-3 Overdue Fines. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Rich Pope, seconded by Kris Graack, to adjourn the meeting.

The meeting adjourned at 12:05 p.m.

Minutes prepared by Carol Kidd