**AGENDA FOR POLK CITY LIBRARY BOARD MEETING**

**Polk City Community Library**

**1500 W. Broadway, Polk City, IA**

**Monday, March 4, 2024 at 6:00 pm**

I. Call to order

MOTION: A motion was made by Angie Conley and seconded by Lisa England to approve Meeting Agenda.

MOTION PASSED unanimously.

**Board Members Present:** Rod Bergren, Angie Conley, Sara Olson, Justin Young, Lisa England

**Board Members Absent:**  none

**Library Director Present:**  Jamie Noack

**City Council Liaison Present:** none

**Guests Present:** None

II. Approval of the agenda

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve.

MOTION PASSED unanimously.

III. Consent Items

1. Approve the [February 2024 Board Minutes](https://docs.google.com/document/d/1uq9lEMWrJpXPLbGzBKKxLQF_FS2fd9bPPopFt9TGsik/edit?usp=sharing)
2. Approve January 2024 financial statements
   1. [January 2024 History](https://drive.google.com/file/d/1QkOMusyN2zUq7anse67bznJV3vPorzq9/view?usp=sharing)
   2. [January 2024 Budget](https://drive.google.com/file/d/1QQtXAEzSHvhGKFYYoH8bCWuo4NyOIVVb/view?usp=drive_link)
   3. [January 2024 Revenue & Expenses](https://drive.google.com/file/d/1VLsQWyyaeoN05uaz77libu5cQmNiLIpu/view?usp=drive_link)

IV. Communication from the Public

None present

V. [Director’s Report](https://docs.google.com/document/d/1vk0a_eAJp5hV530Ah0bvIzkEfKI1QIWVE2MCI7ebuRU/edit?usp=sharing)

1. [February Stats](https://docs.google.com/spreadsheets/d/16vMdOAq1iZqVXHmTLNtcqB66Ga0zwAn4VfYkFU7bgGA/edit?usp=sharing)

VI. Liaison report

none

VII. Board Education

None this month- will be done next month after meeting with Grimes library and getting a tour of new facilities

VIII. Agenda Items

1. Approve [Resolution 2024-06L](https://docs.google.com/document/d/1qmFioTS1QtHCsayZ1koJ-JYMWTXfT6uGQFgNNrtGPB0/edit?usp=sharing) hiring a library page

MOTION: A motion was made by Sara Olson and seconded by Lisa England to approve.

MOTION PASSED unanimously.

1. Approve [Study Room Policy](https://docs.google.com/document/d/1RTK3XAGNu6NLYn5jR-_uuzYXOy8RKAuBZdQ1ER-d1-Q/edit?usp=sharing)

Looked at nearby library policies and tried to find applicable ideas. You can reserve twice per week, but are welcome to come use it as a drop in more frequently. You can sign up for it with software that the library uses. If there is no one assigned after you, person can stay longer. Discussion was had to add a maximum size policy of 6 people based on the size of the study pod. Discussion was had about whether 30 days out was too much room to reserve room.

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to table policy until next month to make recommended changes.

MOTION PASSED unanimously.

1. Approve closing the library on Saturday, April 6, 2024 due to fire department training burn on adjacent property.

MOTION: A motion was made by Lisa England and seconded by Rod Bergren to approve.

MOTION PASSED unanimously.

1. Determine April Board Education- will be done by Angie Conley

MOTION: A motion was made by Lisa England and seconded by Rod Bergren to approve.

MOTION PASSED unanimously.

IX. Adjourn

MOTION: A motion was made by Rod Bergren and seconded by Lisa England to approve.

MOTION PASSED unanimously.

X: Tour the Grimes Public Library

Next Meeting Monday, April 7, 2024

*Mission Statement: The Polk City Community Library provides a place where all can meet, learn, and grow.*