

MINUTES
SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD MEETING
POLICY REVIEW

Held at the Saddle Hills County Administration Building
November 6, 2024

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|-----------------|---------------------|--------------------|
| PRESENT: | Tracey Hughes | Chair |
| | Kathrin Langlois | Vice Chair |
| | Sherill Day | Trustee |
| | Elizabeth Gustafson | Trustee (via Zoom) |
| | Cindy Clarke | Administrator |
| ABSENT: | Kristen Smith | Trustee |
| | Ruth Czerniak | Trustee |

1. CALL TO ORDER

Chair Hughes called the meeting to order at 4:09 pm .

Being that Quorum was not present at 4:09 pm, Chair Hughes made the decision to wait until 5:00 pm before cancelling the meeting due to no Quorum.

Elizabeth Gustafson arrived at the meeting at 4:50 pm allowing for the meeting to proceed.

2. POLICY REVIEW

The Board reviewed the following amended Saddle Hills County Municipal Library Board Policies:

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|----------|--------------------------------------|
| LIB-AD01 | Travel Expense Honorarium Payment |
| LIB-AD02 | Admittance and Conduct in a Library |
| LIB-AD03 | Library Cards |
| LIB-AD04 | Workplace Violence/Harassment |
| LIB-AD05 | Resource Sharing |
| LIB-AD06 | Records Management |
| LIB-AD07 | Public Access to the Internet |
| LIB-AD08 | Continuing Education and Memberships |
| LIB-AD10 | Library Closing Inclement Weather |

LIB-AD11	Conference Attendance
LIB-AD12	Selection Acquisition and Disposition of Materials
LIB-AD13	Library Manager Meetings
LIB-AD14	Banking
LIB-AD15	Finance
LIB-AD16	User Records
LIB-AD17	Library Usage by Outside Presenters
LIB-AD18	Meeting Attendance by Electronic Means
LIB-AD19	Meeting Delegation
LIB-AD20	Security Camera Usage

01-11-16-24 **MOVED by Trustee Day that the amended policies be adopted as presented, except LIB-AD03, LIB-AD07, LIB-AD12, LIB-AD18, and LIB-AD20 which will be brought back to the next meeting for further discussion.**
CARRIED

Chair Hughes wanted to recognize and thank Administrator Clarke for the great job she has done, and how helpful she has been with all the necessary work preparing for the Policy Review.

3. ADJOURNMENT

Chair Hughes adjourned the meeting at 6:16 pm.


Tracey Hughes, Chair


Cindy Clarke, Administrator

