

**MINUTES OF THE JONESTOWN LIBRARY BOARD REGULAR MEETING HELD  
OCTOBER 6, 2022, 7:00 P.M., JONESTOWN LIBRARY CONFERENCE ROOM**

<p><b>Chair: Colleen O’Brien (Place 1)</b>  <b>Vice Chair: Carol Heath (Place 4)</b>  <b>Secretary: Maura Dolormente (Place 2)</b></p>	<p><b>Rachelle Viens-Roberts (Place 3)</b>  <b>Wendi Strei (Place 5)</b></p>	<p><b>VACANT (alternate 1)</b>  <b>VACANT (alternate 2)</b></p>
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**A. ITEMS OPENING MEETING:**

- **Call to Order Chair Colleen O’Brien**

Chair O’Brien called the meeting to order at 7:03 p.m.

- **Roll Call**

Present: Chair Colleen O’Brien, Vice-Chair Carol Heath, Secretary Maura Dolormente, Rachelle Viens-Roberts

Absent: Members Wendi Strei

Staff Present: Library Director Galen Hodges

Community Participants: Sarah Novlan

- **3. Approval of the Minutes**

Carol Heath moved to accept July 7, 2022 Regular Meeting Minutes, Rachelle Vien-Roberts seconded and all were in favor to approve as submitted.

**B. GENERAL BUSINESS AND ACTION ITEMS**

- **Report from Library Staff, Galen Hodge**
  - Staff Needs – 1.5 positions; half-time position currently advertised
  - Library membership is up
  - Would like to add more children and adult programs, however more staff is needed before increasing programs
  - No additional resource needs are identified at this time

Chair O’Brien made a motion to nominate Carol Heath as the Friends of the Library liaison to update Board of activities under the Library Staff Report. All in favor and Carol Heath accepted.

Vice Chair Heath reported Friends of the Library have purchased a lighted sign and work order has been submitted with Public Works. Install date TBD.

- **Review Advisory Board Handbook**

Chair distributed the handbook and together reviewed pages 7-8.

**Action Item:** Board members agreed to read and review the handbook prior to next meeting.

- **Discussion and possible action regarding inactive Board Members and filling Board vacancies**

Place 5 on Board deemed vacant after several attempts via phone, text and email to contact Board member with three absences. Vice Chair Heath nominated Sarah Novlan to replace Place 5 vacancy, seconded by Rachelle Viens-Roberts and unanimously approved.

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- **Discussion and possible action regarding library goals**  
With shortage of staff, Library Director Galen Hodges is trying to catch up on work while carving out time to focus on bringing back programs and rejuvenating community outreach.

**Action Items:** Board agreed these are top priorities and committed to brainstorm ideas and be prepared to discuss in January 2023 meeting. Galen Hodges to provide some basic background on previous programs and current membership levels as basis for Board to create measurable goals.

- **Discussion and possible action regarding the current collection and removal policies for library's resources**

Galen Hodges distributed and reviewed section G "Challenged Materials" on page 5-6 of Jonestown Community Library Policy Manual – Rev. 2020. He suggested that we add that the Director will make the final decision to clarify the Board advisory role versus governing role. Members tabled this for discussion for the next meeting to give further consideration of how best to protect the Library Director, Library Board and City of Jonestown. All agreed we need to research best-in-practice and legal standards of other libraries.

**Action Items:** Board received copies of the challenge form to review prior to next meeting.

- **New Business** - None
- **Establish 2023 meeting dates**

2023 Library Board meeting dates were approved as January 5, April 6, July 6, October 5 at 7:00p.m. in the Library Conference Room.

**C. ADJOURNMENT**

A motion was made by Chair O'Brien and seconded by Secretary Dolormente to adjourn the meeting. The motion passed unanimously. Meeting was adjourned at 8:03 p.m.

Next meeting scheduled for January 5, 2023 at 7 p.m. in the Library Conference Room. Regularly scheduled meetings will resume in 2023 on the first Thursday of the month in the same location.

**PASSED AND APPROVED AT A REGULAR MEETING HELD ON JANUARY 5, 2023.**

  
Colleen O'Brien, Chair

ATTEST:

  
Sandra Barton, City Secretary