

**Library Board of Trustees Meeting  
November 16, 2016**

The Knoxville Public Library Board of Trustees met at the library on Wednesday, November 16, 2016 at 8:00 a.m. Members present were Harv Sprafka, Jean McKay, Mary Lane, Pat Wilson, and Bob Leonard. Dave Garcia and Scott Ziller arrived at 8:10.

The meeting was called to order by Pat Wilson. Mary Lane moved, Harv Sprafka seconded to approve the minutes of the October 19, 2016 meeting as mailed. Motion passed unanimously.

Under Correspondence, a statement from the Community Foundation of Greater Des Moines reported that the Knoxville Library endowment fund stood at \$52,842.18 as of September 30, 2016.

Roslin gave the librarian's report for October 2016. Total circulation was 3,588 printed materials, 1,508 non-print materials. Electronic materials (Bridges and Freegal) numbered 638 items. Computer usage was 763 with 1,123 recorded use of wireless (average of 36 each day). The Early Literacy AWE stations had 112 uses. The meeting room was used 37 times with a total attendance of 775. There were 5,007 visits with an average of 165 people each day.

It has been an active month at the Knoxville Public Library. There were 7 story time sessions, 4 Headstart visits, a busy Halloween craft day with 34 children, 2 adult programs with good attendance and positive feedback, 19 uses from outside groups, and a crowded "Treats in Trunks" event that the library participated in. The library will also be a part of Living Windows Nov. 17. Roslin has reached out to homeschooling families and the schools to do digital learning about the library resources. Feedback was very positive on surveys Roslin handed out. Amnesty Week will run from Nov. 13 to 19 where people can pay off fines with donated canned goods, to be given to Helping Hands.

Under Media Strategy Plan, Roslin gave a rundown of the calendar for the rest of November and anticipated events in December. The Middle School band will be at the library on Dec. 21 for holiday music. The usual news channels will be utilized to promote events.

Harv Sprafka moved, Jean McKay seconded that the financial report for October be approved. Motion was unanimous. Pat Wilson moved, Scott Ziller seconded the city trust report for October be accepted. Motion was unanimous. Harv Sprafka moved, Scott Ziller seconded the approval for payment of bills for November. Motion passed unanimously, and a copy is attached to the minutes.

Under Old Business, Harv Sprafka reported on the Capital Campaign. A Steering Committee has been formed and Amperage has conducted training sessions for volunteers. The board approved the Gift Acceptance policy that defined gifts and bequests given to the library, as stated in the Code of Iowa 392.5 and the City of Knoxville code 2-3-4 (Ord. 1-20-1975).

Scott Ziller gave an update on the Gebhardt house. Bob Leonard recommended that the board include a maintenance plan for the house in the next strategic plan cycle.

There being no further business, the meeting was adjourned. The next regular meeting will be held Wednesday, December 21, 2016 at 8:00 AM at the Knoxville Public Library.

Roslin Thompson, secretary