

The November 8, 2023 meeting of the Library Board of Trustees was called to order at 5:01 p.m. Members present were Mary Young, Tracy Martorana, Lynda Lowe, Lora Allen, and Michael Iten. Also present was Betsy Halvorsen.

**Minutes:** The minutes of the October 11, 2023 meeting were approved on a motion by Lynda Lowe, seconded by Lora Allen, and carried unanimously.

**Treasurer's Report:** Attached.

**Approval of Bills:** Bills for November, totaling \$13,999.78 were approved on a motion by Tracy Martorana, seconded by Lora Allen, and carried unanimously.

**Director's Report:** Attached.

**Old Business:**

- **Long Range Plan:** The board reviewed the current long range plan and updated items that have been completed and discussed prioritizing certain items such as preserving the books in the local history room and renovating the back entrance.

**New Business:**

- **Review Public Participation Policy:** The board approved the updated Public Participation Policy (now called the Public Comment Policy) on a motion made by Michael Iten, seconded by Lynda Lowe, and carried unanimously.
- **Freedom of Information Law Policy:** The board approved the adoption of the Freedom of Information Policy presented by Betsy Halvorsen on a motion by Tracy Martorana, seconded by Michael Iten, and carried unanimously.
- **Records Retention Policy:** The board approved the adoption of the Records Retention Policy presented by Betsy Halvorsen on a motion by Tracy Martorana, seconded by Lora Allen, and carried unanimously.
- **Organizational Chart:** Betsy Halvorsen presented an Organizational chart to the board. They approved the chart with a change to the location of volunteers. The chart was approved on a motion made by Lora Allen, seconded by Lynda Lowe, and carried unanimously.

**Other**

- Betsy Halvorsen will set up a meeting with Merritt Holly regarding the back entrance. She will also reach out to Brian Foeller regarding the trust funds. Betsy will also talk to the police department about doing a walk through to help with emergency planning.

The meeting was adjourned at 6:10 pm on a motion made by Michael Iten.  
Respectfully submitted.