

## Cannon County Library Board of Trustees

Thursday, December 12, 2024

4:00 pm

### Call to order

Mike Reed, Chair called the meeting to order at 4:00 pm

**Members present:** Mike Reed, Richard Northcutt, Mark Bailey, Melanie Estal, Greg Rogers, Susan Trail, Kim Gannon, Marsha Petty (Adams Memorial Library) Kate Huddleston (Regional Library)

**Absent:** None

**Quorum:** Yes

**Public Comments:** None

**Acceptance of minutes:** A motion was made by Greg Rogers and seconded by Melanie Estal, motion passed.

### Treasurer's Report

- Revenue balance 10/31/2024 ..... 10,384.71
- Revenue for November ..... 5,883.46
- Library Revenue to date..... 16,268.17

Expenses – See the provided County ledger sheet for December

A motion was made to accept the report by Richard Northcutt and seconded by Kim Gannon . Motion passed.

### Director's Report

- Circulation is up and numbers are looking good.
- 121 patrons attended Christmas party
- Old National Bank removed the \$15 charge and corrected the coding in their system.
- Reviewed budget for 2025-2026.
  - *A motion was made to request 2025-2026 budget as presented by Mark Bailey and seconded by Richard Northcutt . Motion passed.*

### Regional Library Report:

- Budget on target

**Old Business:**

- Renaming library was tabled to next meeting

**New Business:**

- Reviewed inter library loan policy and staff procedure for same.
  - Kate Huddleston discussed Inter Library Loans and will work on a policy revision

***A motion was made to amend the interlibrary policy stating that interlibrary loan requests must be made by an adult, including items under Early Readers, Juvenile, Young Adult, and Adult categories. Additionally, items in the Adult category requested through interlibrary loans must be checked out on the adult patron's library card. The motion was made by Melanie and seconded by Mark.***

***Motion passed.***

- Reviewed policy for patron confidentiality in regard to minor children.

**Announcements:** None

**Adjournment:** A motion to adjourn was made by Melanie Estal and seconded by Greg Rogers.