

Smithfield Public Library
Board Meeting
October 17, 2018, 7 pm

Attending: Marilyn Benavides, Holly Jones, Michelle Thompson, Eric Bingham, Bill Emmett, and Jamie Anderson. Angela Gibbons was excused.

Welcome: Bill Emmett welcomed board members, and the minutes from the September 19, 2018 library board meeting were approved.

Two new Board Members are needed: Marilyn needs names for new board members this week. She will get them to the City Council.

Night of Giving: December 1, 2018. Michelle Thompson has a beautiful Christmas place setting for eight. She has also purchased a book and a wall hanging to go along with it. Marilyn will talk to Mike Neilson to see if he can get us a poinsettia to go along with the place setting. Board members were asked to donate \$5 to help pay for the extra purchases.

Study Room Policy: Marilyn gave each board member a copy of the study room policy to look over and review. No problems were found, and the board approved it.

Smithfield City Employee's Social Media Policy: This policy is for all City employees. Each employee is responsible for the things they post on social media. Employees should not use social media for pleasure while they are working.

Library Staff Training: Members of the police department came to the last staff meeting and trained library employees on bomb threat procedures. They also trained them on turning off the gas and how to use a fire extinguisher in case of an emergency. Karen Bowling will attend a meeting in November dealing with next summer's reading program. There will also be training for the staff members that deal with teens and the teen programs.

Adult volunteer needed for November & maybe December: A library patron that volunteers Monday's, Wednesday's, and Friday's from 3-5 pm will be having surgery. Michelle Thompson will cover Monday's and Bill Emmett will cover Wednesday's and Friday's during November.

December 10th Santa and Book Sale: Santa will be visiting the library at 5:30 pm on December 10. A book sale will also be held the same day. Michelle Thompson will cover the 11-1 pm shift, Holly Jones 1-3 pm, Bill Emmett 3-5 pm, and Eric Bingham 5-7 pm.

Misc.: A donation of \$3500 was made for the purchase of new shelving in the children's library. Karen would like a drawer type of shelving. The bid came in just under \$5000 dollars. Marilyn asked the City to make up the difference and was told they wouldn't do that. They suggested taking money out of the book budget to pay the difference. The book budget is so low, that will not be an option. An inventory of the adult books was taken and only three books were missing. A book of library meeting minutes was discovered in a hard to access spot in the library. It is quite a treasure and will be displayed in the special collections section of the library.

City Council Report: No news from the City Council. Jamie will ask the city if there is any way for the library to get the extra money for the shelving that is needed.