

The Fairview City Library Board Meeting was called to order by Chair-Person Dawn Mendenhall at 5:45<sup>5:15</sup> on Thursday Nov., 22, 2013 in the Community room of the City Complex. Members present were: Member Ann Fast, Chairperson Dawn Ann Mendenhall, Member Janice Johnston, Member Kathy Koehn, and Library Director Titus. Absent were: Secretary Barbara Bailey<sup>Not Here</sup>.

Minutes of the October 17 Library Board Meeting was read. Adjournment of last meeting was corrected to read 6:00 p.m. instead of 5 p.m. Minutes of October 2013 meeting were approved.

Director's Report: See attached sheet.

Library Board reviewed chapters 9-10-11-12-13 of the Library Trustees Handbook. Following the discussion of information in the Handbook a motion was made by Member Kathy Koehn to change meeting time of the Library Board to every two months at 5:15 on the third Thursday of the month. Motion seconded by Mendenhall, motion approved by Library Board.

Mendenhall suggested changes to the Library Board currently in the City of Fairview Policy Manuel be discussed with City Manager Paul Southwick. Mendenhall advised Director Titus to set up a meeting with City Manager Paul Southwick regarding suggested changes to Library By-laws.

Motion was made by Member Ann Fast for the next Library Board meeting to be held on January 16, at 5:15 p.m. Seconded by Member Kathy Koehn. Motion was approved.

Library Board meeting was adjourned meeting at 6:15 p.m.

Recorded and Submitted by Kathy Koehn

For Secretary Barbara Bailey.