**Three Forks Community Library**

**Meeting Minutes**

**October 10, 2018**

**4:15pm**

In attendance were Fawn Venzor, T.K. Gibson, and Carolyn Miller with Melissa Christoffersen taking notes. Fawn Venzor called the meeting to order. Melissa Christoffersen added applications as item (c) under unfinished business and Carolyn Miller added Mural updates to new business. Melissa read an email from Sally Griffin.

T.K Gibson moved to approve the September Minutes. Carolyn Miller seconded the motion. Motion carried.

BUDGET AND DIRECTORS REPORT: Melissa passed out the budget reports. She showed the board where Special Collections should be moved under Public Relations. Melissa was advised to ask Kelly to move it.

Melissa shared plans for a vacation November 3 – November 10th. The library received a donation from Kiwanis and a grant from Town Pump Charitable Foundation. The basement was shown twice over the last week, both to people wishing to start a child care business.

UNFINISHED BUSINESS:

A: All Board self-evaluations are in for the board members that received them.

B: Carolyn Miller informed the board of where we were at for the “Almost Sunrise” screening. Will continue working on RSVPs. Carolyn will make soup, Fawn will donate rolls, and Melissa will make brownies.

C: Melissa shared the applicants the library has received to date for the Substitute Library Assistant position. Melissa will schedule interviews and available board members will participate.

NEW BUSINESS:

In reviewing the Patron Assistance and Instruction Policy, the board discussed if there is any availability for individual tech support. Melissa shared that there is a person willing to donate his time on Saturdays for tech instruction. The consensus of board members was to communicate with this person to see if he can fit our niche of needs and then update the policy as needed to present at the next board meeting.

The next board meeting was set for Wednesday, November 15th at 4:15pm.