

Fallon County Library Board  
Library Basement  
December 12, 2017  
12:00 PM

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| FALLON COUNTY COMMISSION |         |
|--------------------------|---------|
| Initial                  | Date    |
| DR                       | 2-20-18 |
| MM                       | 2-20-18 |
| S/B                      | 2-20-18 |

**Convene:** The meeting was called to order by Mark Jacobsen.

**Present:**

Mark Jacobsen - Chair  
Gaye Sander - Vice Chair  
Candy Mettler - Trustee  
Stacey Moore - Director / Recording Secretary

**Absent:**

Sharon Huether - Trustee  
Mary Pat Graham - Trustee

**Public Comment - Agenda Items (10 minutes):** None

**Minutes and Circulation, Service, and Financial Reports:**

Candy Mettler moved and Gaye Sander seconded the motion to approve the minutes from the October meeting. All in favor. Motion carried. Gaye Sander moved and Candy Mettler seconded the motion to approve the Circulation, Service, and Financial reports for October and November. All in favor. Motion carried.

**Unfinished Business:**

A discussion was continued by the members about the Visions and Goals they have for the library.

Five (5) policies were reviewed for the second time and voted on, Audio/Video, Behavior, CD Player Loan, Circulation, and Claims Policies. Candy Mettler moved and Gaye Sander seconded the motion to accept the changes to the reviewed policies. All in favor. Motion carried.

**New Business:**

Six (6) policies were reviewed, Collection Management, Complaint, Photocopier/Printer, Equipment, Friends of the Library, and Hiring/Personnel Policies. If needed, updates will be made and approval will follow.

The members voted on increasing hours for an employee after a three (3) month trial period instead of hiring a part-time employee. Mark Jacobsen moved and Gaye Sander seconded the motion. All in favor. Motion carried.

**Updates:**

Newspapers are digitized through 2013 and loaded to the Montana Newspapers website. We will be continuing to work with them and load newspapers as available. We are also having a MARC Record created for our collection so it can be added to the Library Catalog.

Yearbooks are digitized through 2005.

Genealogy project is working on K.

**Announcements:**

Library will be closed Monday, December 25, 2017 for Christmas Day and Monday, January 1, 2018 for New Years Day. Regular hours will resume on Tuesday, after each holiday.

**Next Meeting:**

February 13, 2018 at 12:00 PM in the Fallon County Library Basement.

**Public Comment - Non-Agenda Items (10 minutes):**      None

**Adjournment:**

Mark Jacobsen adjourned the meeting.

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Mark Jacobsen  
Chairman

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Stacey Moore  
Director / Recording Secretary