The meeting came to order at 6:09 pm.

Present: Wendy Driver, Jennifer D. Smith, Mick Jacobsen (staff), Sara Torrez (staff)

Review of Resolution to Determine the Estimate of Funds Needed.
- Mr. Jacobsen explained the legal requirement for this document.

Review of the Library’s Annual Levy.
- Mr. Jacobsen explained the legal requirement for this document. He reviewed the lack of need for a Truth in Taxation Meeting as well as the reasoning to ask for a 4.99% increase from last fiscal year.
- There was also discussion on the history of the library’s levies.

Explanation on how the Library handles Amazon.com and American Express Purchase Requests.
- Ms. Torrez and Mr. Jacobsen reviewed the processes that staff use for Amazon.com purchases, with the limits in place. Amazon currently requires approval from Mr. Jacobsen or Ms. Brumbaugh for all purchases over $250.
- Ms. Torrez and Mr. Jacobsen reviewed the procedure for using the American Express cards. Mr. Jacobsen expressed that he has not set limits on these cards as staff will go to conferences and need to purchase hotel rooms that can cost more than $250. He does check at least weekly to be sure nothing unusual is happening on all the cards.

Ms. Torrez excited after this conversation.

Discussion on potential bookmobile pricing.
- Mr. Jacobsen provided a handout on various bookmobile pricing and potential annual costs. Mr. Jacobsen shared that he had a conversation with a Bookmobile consultant who advised on pricing, timelines, and his services. Mr. Jacobsen anticipates using the consultant if the Library pursues a bookmobile.
- Ms. Smith asked for the reasoning behind a bookmobile purchase. Ms. Driver and Mr. Jacobsen described some of the history of the Library and the need for outreach that a bookmobile could provide.
• Mr. Jacobsen also shared some potential cuts that could be made to make space for a Bookmobile or opening additional hours (potentially on Friday).
• An additional option is to explore finding a used Bookmobile that would last for a shorter amount of time but could help the Library learn about the return on investment.
• The conversation will come to the full Board when discussing next fiscal year’s budget.

The meeting ended at 7:05pm.

Respectfully submitted by
Mikael Jacobsen