**Minutes of November 13, 2024, Library Board of Trustees Meeting**

**Attendance**: Audrey Schuller, Jack Erickson, Cristy Davidson, Paul Symens, Beth Renner, Sonya Lang

**Absent**: Deb College

**Call to Order**: Audrey Schuller called the meeting to order at 4:00 pm.

**Public Voice**: None

**Minutes:** The minutes of the October meeting were reviewed. Paul made a motion to accept the October minutes as read; Jack seconded the motion; all members present voted “Aye”; October minutes approved.

**Expenses – Previous Months’ Budget**: The expenses that need to be paid for the month of November were reviewed; October’s budget was reviewed. Jack made a motion to accept November expenses and October’s budget; Cristy seconded the motion; all members present voted “Aye”; November expenses were approved to be paid, and October’s budget was approved.

**Old Business: A mobile hotspot will be available for circulation on December 1, 2024. Library Director need to call Mobile Beacon to find out steps to deactivate mobile hotspot if it is not returned per policy.**

**New Business:**

**The following policies were introduced for their first reading:**

1. **Donation & Gift Policy**
2. **Food & Beverages in the Library Policy**
3. **Allergies Policy**
4. **Confidentiality Policy**

**Executive Session**: BOT entered executive session at 4:09. Discussion was held regarding personnel. Executive Session ended at 4:15

**Librarian Report**:

The library participated in Trunk or Treat, approximately 275 children and 50 parents participated. We handed out books and candy.

Due to City Budget constraints, and lack of staff, the Britton Public Library will not be participating in Christmas on Parade.

**Adjournment: Paul made a motion to adjourn meeting; Cristy seconded motion. All members present voted “Aye”. Meeting adjourned at 4:45 pm.**

**Next meeting will be December 9, 2024, at 4:00 pm.**