



## Canton Public Library Board of Trustees General Meeting Minutes

**October 19, 2023 – 7:30 PM**

The Chairperson, A. Iqbal, called the meeting to order at 7:30 PM.

Present: N. Eggenberger, A. Iqbal, J. Lee, C. Spas

Absent: M. Farrell, A. Watts

Also Present: E. Davis, M. Nicholson

### **CALL TO AUDIENCE**

Present: M. Brady, K. Bounds, B. Gudenburr, D. McHugh, C. Swanberg

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

### **APPROVAL OF GENERAL MEETING MINUTES**

The minutes were approved by unanimous consent.

### **COMMUNICATIONS**

None

### **DIRECTOR'S REPORT**

Director Eva Davis shared that the biennial Public Library Association (PLA) conference will be held in Columbus, Ohio in April 2024. Registration is now open, though no information on breakout sessions is currently available. L. Golden and L. Fawcett presented at the Michigan Library Association (MLA) conference in Kalamazoo earlier this week. The broken window pane in the Teen Area skylight is scheduled for repair on Tuesday, October 24, weather permitting.

### **TRUSTEE COMMENTS**

No comments

### **COMMITTEE REPORTS**

No reports

### **UNFINISHED BUSINESS & GENERAL ORDERS**

None

## **NEW BUSINESS**

**Discussion Item: Patron Code of Conduct** – A. Iqbal shared that library staff conducted research to ensure Canton Public Library’s current policy, requiring that shoes be worn at all times, is in alignment with other libraries.

E. Davis shared that 80 libraries were contacted regarding their shoe policy, with all but five respondents requiring shoes be worn at all times. After reviewing our current [Patron Code of Conduct](#), including the shirt and shoe requirement, the library chose not to recommend any changes at this time.

From the Audience, M. Brady requested that the Library consider posting a sign in the Children’s Library to ensure parents/care givers are aware of restrictions so as not to be caught off guard. The board asked that the library confer with staff to gather suggestions/criteria for the enforcement of shoe-wearing. E. Davis agreed to have the marketing team look into appropriate signage and to review the shoe policy with staff to ensure consistent information is relayed and enforced.

**Overview of fine-free policy outcomes** – presented by K. Bounds and B. Gudenburr.

**Approve 3<sup>rd</sup> Quarter Budget Amendment:** N. Eggenberger moved and C. Spas supported a motion to approve the 3<sup>rd</sup> Quarter Budget Amendment.

**The motion passed unanimously 23/10-19-1**

**Discussion Item: Financial Policy Revision** – The board had no questions regarding the current draft. E. Davis shared that there may be some minor adjustments presented in November pertaining to ACH and EFT transactions and the proposed use of a purchasing card for certain high volume, at-risk vendors.

**Discussion Item: Director’s evaluation process** – E. Davis shared that feedback forms will be delivered to staff and the Friends’ board members with a two-week return deadline. A. Iqbal will work with N. Eggenberger to review feedback and compose the director’s annual review. Annual goal suggestions should be submitted to A. Iqbal. There will be a closed session at the November 16 meeting, where M. Nicholson will provide information on the merit pool.

## **CALL TO AUDIENCE**

No comments

## **ADJUORN**

The meeting was adjourned at 8:41 PM.



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Claire Spas, Secretary-Treasurer