

**Marshalltown Public Library  
Board of Trustees  
December 18, 2013**

**PRESENT:** Leah Mattox, Allan Thoreson, Maureen Lyons, Barbara Burt, Sue Fink, Sandy Gowdy, Katie Fink. **Absent:** Tom Colbert, Ronnie Manis and Sarah Rosenblum

President Maureen Lyons called the meeting to order at 4:40pm.

**NOVEMBER 19, 2013 MINUTES:** The minutes were approved as written.

**OPERATING BILLS:** It was moved by Barbara Burt and seconded by Sue Fink to approve the operating bills. The motion was unanimously approved.

**BUSINESS:**

A. *Proctoring Policy:* Reference Librarian, Katie Fink, was present to discuss the newly written Proctoring Policy. There were some questions and Leah suggested that staff should let the board know if the practice of proctoring exams ever becomes too burdensome. It was moved by Leah Mattox and seconded by Barbara Burt to approve the Proctoring Policy as written. The motion was unanimously approved.

B. *Anniversary Celebration:* Members reported on the success of the library's 5th anniversary celebration.

C. *Story Corp:* Those who participated in the Story Corps taping reported on that experience. Eighteen teams of two people recorded their stories. Each participant received a CD of their recording and a copy of the recordings should be given to the library.