1. CALL TO ORDER
   a. The meeting was called to order by Jordan Brehm at 4:32 PM.
   b. Board members present were Jordan Brehm, Kim Bosma, Audrey Burton, Sheena Eastman, Jeff Kniaz, Mary Rivett and John Resseguie.
   c. Board member absent were: Norma Jean Acker (ill) and David Koons
   d. Also present were Peggy Hemerling, David Edelman and Diane Hawkins.

2. APPROVAL OF THE AGENDA: It was moved by Resseguie, supported by Kim Bosma, that the agenda be approved as written. Motion Approved.

3. COMMENTS FROM THE PUBLIC: none

4. COMMUNICATIONS: none

5. APPROVAL OF THE MINUTES of November 4, 2019: It was moved by Resseguie, supported by Burton, that the minutes of November 4th be approved as written. Motion Approved.

6. FINANCIAL REPORTS AND INVOICES: It was moved by Kniaz, supported by Eastman, that the October financial reports and invoices be accepted. Motion Approved.

7. COMMITTEES
   a. Budget & Finance: none
   b. Building & Grounds: none
   c. Personnel: none
   d. Policy:
      i. November 18, 2019 Policy Committee meeting minutes: It was moved by Kniaz, supported by Eastman, that the minutes of the November 18, 2019 meeting of the Policy meeting be accepted as a written.
      ii. Proposed Security & Key Policies, a & b: It was moved by Resseguie, supported by Kniaz, that version b (allowing staff to carry a key for interior doors) be adopted pending the review by the attorney of the phrase about reimbursing the cost of replacing keys and re-keying locks. Motion Approved.
      iii. Policy Meeting Scheduled: A policy meeting was scheduled for Monday, January 13th at 4:30 to review a policy for providing Notary services at the library and also a policy regarding Social Media.
e. **Marketing:** none

8. **LIBRARY DIRECTOR'S REPORT** - Attached

9. **UNFINISHED BUSINESS**
   a. none

10. **NEW BUSINESS**
    a. **PANDA ENGLERTH RETIREMENT:** It was agreed that monies will be collected from staff and Board members to purchase a gift for Panda.

11. **BOARD MEMBER COMMENTS**

12. **ADJOURNMENT:** It was moved BY Resseguie, supported by Burton, to adjourn the meeting at 5:36 PM.