1. CALL TO ORDER  
   a. The meeting was called to order by Jordan Brehm at 4:31 PM.  
   b. Board members present were Norma Jean Acker, Kim Bosma, Jordan Brehm, Sheena Eastman, Jeff Kniaz, David Koons, John Resseguie and Mary Rivett.  
   c. Board member Audrey Burton was absent.  
   d. Also present were Peggy Hemerling and Diane Hawkins.

2. APPROVAL OF THE AGENDA: It was moved by John Resseguie, supported by Norma Jean Acker, that the agenda be approved.  
   Motion approved.

3. NEW BUSINESS  
   a. Building re-keying  
      i. Estimate to re-key staff door and public doors (6)  
      ii. Estimate to rekey whole building  
      iii. Estimates for other options  
      After hearing and discussing the options available to re-key doors in the library, necessitated by the loss of a set of keys, the motion was made by Jeff Kniaz, supported by John Resseguie, to accept the lowest bid. This will allow Peggy Hemerling to have the staff door re-keyed, provide all staff members with keys to this lock and re-key the public doors to the library, and cut keys for administrators, the in-house key ring and the key box. 
      Motion approved

      It was also decided that the Policy Committee would meet on November 18 to create a policy regarding the handling of library keys.

      The possibility of adding the addition of a keyless entry system to the 2020-2021 budget was also discussed.

4. ADJOURNMENT: It was moved by David Koons, supported by Jeff Kniaz, that the meeting be adjourned at 4:49PM.  
   Motion approved