Present: In person - Jessica Buhrman, Gil Bunning, Connie Shippy, Michelle McClaskey, Cathy Gordon, Zac Bates Via Zoom: None, Not Present: Nancy Martin,

**Call to Order:** The meeting was called to order at 6:20pm.

**Agenda:** No formal agenda used as not presented prior to meeting.

**Minutes:** Sept Minutes were not available at meeting commencement.

**Director's Report:** Directors Report given by Jessica Buhrman.

**Treasurer's Report / Budget Review:** Expense reports that were presented

**Correspondence:**  None

**Old Business:**Budge was finalized awaiting final amount notice for Library. Patron Conduct Policy presented with revisions. Zac made a motion to pass the policy as presented. Michelle Seconded. Motion Passes. A new Dress Code Policy was presented. Board members reviewed the information. Zac motioned to adopt the policy as presented. Connie Seconded. Motion Passes. Updates were shared about the printer situation. The board has previously approved the purchase of a new printer. Director has not yet heard back from Logan on the prices of new printers. Director states she will contact other firms regarding printer standards, prices and service plans for comparison shopping. Fall fundraiser is this weekend. Director encourages all board members to share the news of the fundraiser and to hopefully attend in support.

**New Business:** Director shared the disturbing discovery that the petty cash had been tampered with and funds have gone missing. Apparent timetable was the middle to end of July. $130.04 is unaccounted for. After questions from board members on where the funds were located, the Director shared they were in what she believed to be a secure location within her locked office. The current employees were not here or just started at the time of the funds disappearance and were unaware of its existence as they did not have the authority to use the funds. The Director apologized to the board for the issue and stated that ultimately it was within her duties of responsibility to protect and disperse those funds. The Director shared issues with the board of storage space of personnel files and other important confidential documents. The board suggested after discussion for Director to acquire a locking file cabinet for important confidential documents.

**Executive Session:** None

**Adjourn**:  The meeting was called for adjournment by Connie at 6:53PM. Seconded by Zac. Meeting adjourned. The next meeting will be Nov 17 at 6:15pm