

The following information comprises the agenda for a meeting of the A.K. Smiley Public Library Board of Trustees.

**PLEASE NOTE:** Anyone desiring to speak at these meetings is encouraged to turn in a Speaker Sign Up Sheet" before the meeting is convened. Please do not disturb the Library Board while the meeting is in progress. After the meeting has convened, you may submit the speaker form to the Management Analyst in the Library Director's Office. Forms are available prior to the meeting in the Library Director's Office. Due to time constraints and the number of persons who may wish to give oral testimony, time restrictions are placed on oral testimony. You may wish to make your comments in writing to assure that you are able to express yourself adequately. Please limit your comments to three minutes.  
Any writings or documents distributed to the Library Board of Trustees regarding an open session agenda item less than 72 hours before this meeting are available for public inspection in the Library Director's Office.

**TUESDAY, DECEMBER 10, 2019  
5:00 P.M. - LIBRARY BOARD ROOM**

- I. Call to order - Mr. Hatfield
- II. Public Comment *(for items not listed on this agenda, but within the jurisdiction of the Board. Note that no general discussion of such items, or action on such items, may be taken by the Board. At this time, the Board will provide an opportunity for the public to address them on the subject which is scheduled on this notice. Please limit your comments to three (3) minutes).*
- III. Approval of minutes & expenditures/November 2019 Discards
- IV. Reports
  1. Friends of the Library
  2. Library Director

**NEW BUSINESS**

- V. Discussion & possible action regarding "Core Documents" for Guidance of Special Collections Division:
  - A. Lincoln Memorial Shrine Mission Statement
  - B. A.K. Smiley Public Library Collections Policy for Special Collections
  - C. A.K. Smiley Public Library Special Collections Emergency Operations Plan
  - D. A.K. Smiley Public Library Code of Ethics
  - E. Lincoln Memorial Shrine Strategic Institutional Plan 2019-2024
- VI. Discussion & possible action regarding compact shelving for Heritage Room basement
- VII. Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact Joey Long of the Municipal Utilities and Engineering Department at (909) 798-7584, Ext. 3. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)