



Board of Trustees Regular Board Meeting Minutes

May 27, 2025 - 6:45 p.m. – 21st Century Conference Room

Call to Order:

Vice President Jo Anne Sandman called the meeting to order at 6:46 p.m.

Present:

Jo Anne Sandman, Donna Riha, Ann Marie Jenkins, Ken Berger, Karen Lane, Michelle Forster, Karl Schmitt, and Deb Okeson.

Also Present:

Sue Stevens, Library Director, and Rebecca Mundell, Business Manager.

Absent: None

Pledge of Allegiance

Approval of the Agenda

Michelle F. motioned to approve the agenda. Second: Donna R. Motion carried.

Public Comments—None

Secretary's Report

Ann Marie J. motioned to approve the minutes of the April 22, 2025, regular board meeting and the May 6, 2025, special board meeting. Second: Karl S. Motion carried.

Treasurer's Report

Donna R. motioned to approve the April, 2025, bills for payment and submit the April, 2025, financial report for audit. Second: Ann Marie J. Motion carried.

Director's Report

- The library received the e-rate grant for a total of \$8,472.65 to cover internet and equipment.
- Annual reviews of management are underway, with staff reviews to follow in June.
- Geostar replaced two air handling units that were 24 years old and completed the spring maintenance check.

- The Summer Reading Program, *Level Up at Your Library*, kicked off today, with 57 people registered.
- The Friends' Spring Book Sale brought in \$4,078 and 8 new Friends members.
- The architects visited on May 8 to discuss turning part of the existing business office into the new makerspace and will have drawings completed soon.

Board of Trustees – Transition

- Deb Okeson, Ken Berger, Karl Schmitt, and JoAnne Sandman took the oath of office.
- Officer nominations commenced. Donna R. motioned to approve the nominations. Second: Karen L. Motion carried.

President: Michelle Forster

Vice President: Karen Lane

Secretary: Ken Berger

Treasurer: Karl Schmitt

Unfinished Business

- The Board discussed the FY 2025-2026 budget.

New Business

- Michelle F. motioned to approve \$218.03 non-resident fees for FY 2025-2026. Second: Karl S. Motion carried.
- Karl S. motioned to approve the Tuition Reimbursement Policy increase for a maximum annual reimbursement of Master's = \$4,000 and Bachelor's = \$2,500. Second: Michelle F. Motion carried.
- Karen L. motioned to approve Ordinance 25-01 2% for Building & Maintenance, but also asked the library to discover the implications of approving a lower amount during the next fiscal year. Second: Michelle F. Motion carried.
- Ken B. motioned to approve the Strategic Plan proposal from the Chartwell Agency. Second: Karl S. Karen L. then amended the motion to include a website audit. Second: Ken B. Motion carried.

Announcements

Board members and staff thanked outgoing trustee Ann Marie Jenkins for her service.

Adjournment

Karen L. motioned to adjourn. Second: Ken B. Motion carried. The meeting was adjourned at 8:30 p.m.

Next Meeting: Tuesday, June 24, 2025; 6:45 p.m.