

**Library Board Minutes
Monday August 11, 2025**

Call Meeting to Order

Julie called to order at 9:33

Roll Call

Absent -Rob Abbott, Leslie LaMuro, Lori Compas

Present- Sarah Dorfman, Rebecca Houseman, Kyle Jacobsen, Davin Lescohier, Sara Podoll, Duane Scott, Sara Scullin, Minetta Lippert, Julie Oliver, Laura Becker

Bruce waller- key points

- 9% return - 78,000 up - good year
- Since inception up 6.2 %
- Market could have corrections still this year
- Upcoming donation expected at end of month of approx 95,000
- Reviewed guidelines given by library board finance committee

Approval of minutes -

1st Podoll 2nd Dorfman - unanimous approval

Financial report discussion -highlight need for new phone lines in future

Approval of bills -

1st - Davin Lescohier, 2nd Duane Scott -unanimous approval

Reports-

Directors report - highlights

- Trustee training week coming up
- Long time full time staff member leaving, in addition to a couple part time team members. Lots of interviewing
- recent all staff training day was well used
- public reserve a room feature launched on website - in person and phone still available. Funded by bridges this year and next
- puzzles now catalogued and available for circulation - 8 week check out with 3 renewals. Puzzle collection grows by donation

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Friends of the library

- Annual meeting upcoming 6pm Sept 11, local author will be speaking

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Unfinished business

- bike rack progress - time line slowed down. More updates coming in future

New business

- EJ beneficiary account
 - A temporary account will be created for funds
 - options include going into existing trust or check being written to city
 - Motion to put funds into existing EJ funds account - 1st - Davin Lescohier, 2nd- Laura Becker- unanimous approval

- Library Assistant position description updated
 - move to approve description- 1st Duane, 2nd - Davin - unanimous approval
- Hoopla platform
 - APL library directors have agreed to drop Hoopla beginning fall 2025 due to cost. Our contract ends Dec 11, 2025. Lippert recommends dropping on this date.
 - move to drop Hoopla - 1st Podoll, 2nd- Davin Lescohier - unanimous approval
- rooftop condenser
 - Damage to AC unit - could be repaired or replaced. Lippert recommends replacement based on costs to repair and new coolant regulations. Recommends Total Mechanical based on multiple bids collected and presented using trust funds
 - move to move forward to replace with Total Mechanical based on quote using Trust funds - 1st - Lescohier, 2nd Dorfman - unanimous approval
- maintenance agreement
 - Lippert recommends implementing a preventative maintenance plan to maintain HVAC equipment to help prolong the life of equipment and possibly help predict and plan for replacement in future. Recommends using Ahern based on quotes provided
 - Move to use Ahern to provide preventive maintenance on HVAC equip moving forward - 1st Podoll 2nd Laura Becker - unanimous approval
- 2025 CIP furniture project
 - Worn furniture - multiple quotes provided. Lippert recommends working with CJ Associates due to ability to reupholster some to allow funds to go farther. Recommends waiting on previously discussed plan to replace flooring in 2025 to allow budget to go farther toward furniture.
 - Move to approve furniture replacement project with CJ & Associates according to estimate using trust funds -1st Lescohier, 2nd Dorfman - unanimous approval

Misc

N/A

Adjournment/

1st Podoll- 2nd-Duane - unanimous