

**LIBRARY BOARD MINUTES**  
**MONDAY, SEPTEMBER 8, 2025–9:30AM**  
**ROTARYROOM (2<sup>ND</sup> FLOOR OF LIBRARY)**

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**1. Call meeting to order:** Julie Olver called the meeting to order at 9:34 am

**Roll call:** Present: Rob Abbott, Laura Becker, Lori Compas, Sarah Dorfman, Rebecca Houseman, Kyle Jacobson, Leslie LaMuro, Davin Lescohier, Julie Olver, Sara Podoll, Duane Scott, Sara Scullen, Minetta Lippert.

**2. Approval of Minutes** – Move to approve minutes from August 11 board meeting by Duane Scott, 2<sup>nd</sup> by Laura Becker, all approved

**3. Financial Report**

- a. Discussion relating to the September financial report of the library  
Minetta pointed out that we will add more to the postage projected budget.

**4. Approval of Bills:** After discussion Davin Lescohier moved to approve, 2<sup>nd</sup> by Kyle Jacobson, all approved.

**5. Public Input:** No Public input

**6. Reports**

- a. Director's Report: Highlights: Molley Sawyer started as full time cataloger, Marlene Gerstner and Wendy Wagner joined the library team as part-time desk assistants and Sofia Zelenskaya joined as a part-time page. Looking into replacing the analog phone system; Minetta has talked to AT&T, Ignatek, and Gordon Flesch. Book drop compressor out of commission will need to look into replacing the book sorting machinery initial estimate is \$150,000.00 that is based on only one estimate. Board realizes that this is a very large cost and will need to come out of the trust, Minetta will get additional estimates before moving forward and get approval from the board of trustees. Front door threshold buckled and Fort Glass made the repairs. The fall program guide is out compiled by staff members. Library working again with school district to get students library cards. New puzzle collection is doing well, there are 282 available and already 76 have been checked out. Minetta met with Rebecca Houseman city manager and Michelle Ebert, clerk treasurer to discuss the 2026 budget request. She also presented the 2024 library service annual report to the county board on August 12<sup>th</sup>. Minetta watched some of the Trustee training videos and they are helpful.
  - Trustees received an invitation by email for the Bridges' Trustee appreciation event on Tuesday, September 30 from 6-8 p.m. at the

Johnson Creek Community Center. Minetta will be attending and encouraged board to attend.

- b. Friends of the Library Liaison Report: Julie Olver mentioned that the annual meeting for the Friends of the Library will be on Thursday, September 11 at 6 pm in the community room. Claire Swinarski, author, will talk about her latest book. Friend's membership renewal begins at the end of the month.

## **7. Unfinished Business**

- a. Review progress relating to the Beautification Council's library bike rack replacement project – Minetta said there has been no progress yet.

## **8. New Business**

- a. Discuss 2025 Summer Reading Program report: The report was sent in the board packet and the program was very successful. Over 1000 people attended over 51 events. The snake discovery visit was popular. The princess story time was well attended with many children dressed as princesses and Pokémon characters. The author event with Nickolas Butler was well attended.
- b. Review and possible action relating to the 2026 library operating budget: The finance committee met in August to review that budget. Minetta shared an overview with a budget comparison between actual from 2025 and projected for 2026. 70% of the budget is for staff wages and benefits, 11% building maintenance and 9% for collections. Overall planning to keep the budget flat however the new phones will be more costly as well as maintenance and Overdrive costs going up. The AV budget line is lower due to canceling Hoopla but Bridges and Overdrive cost will go up as well as tech costs for Ignatek. The 2026 county revenue will increase by \$7,357 compared to 2025. The 2026 adjacent county revenue will increase by \$5,288 compared to 2025. The library's 2026 budget request includes a \$27,000 increase in funds from the City's tax levy.

Move to approved 2026 operating budget, Leslie LaMuro, 2<sup>nd</sup> by Lori Compas, all approved.

- c. Review and possible action relating to 2026-2031 Capital Improvement Project plans and a commitment to reimburse 2026 CIP items with funds from the library's trust - CIP plans include PC computer replacements this is in the budget every 5 years, the computers are heavily used by both staff and community, \$5000.00 cost. Plan to replace the book drop sorting machine which breaks down often. The cost is approximately \$150,000.00 is 15 years old. Replace the phone system at a cost of \$5000.00. 2027 plan to conduct a building assessment in conjunction with the Hoard Museum in a combined RFP at a cost of \$10,000.00. All CIP expenses will be brought before the Library

Board again for final approval.

Motion to approved CIP budget and a commitment to reimburse from the Trust. Moved by Sara Podoll, 2<sup>nd</sup> by Davin Lescohier, all approved.

- d. Review and possible action relating to a potential native plant garden donation on the library's north lawn- Margaret Schroeder & Paul Smyth proposed a donation of native plant garden along the north facing wall that is 4ft. x 30 ft. long. The installation would be done by Tall Grass and should be 5 ft away from the street. The Schroeders would maintain the garden. A motion to continue discussing the native plant donation upon seeing a site plan prior to moving forward. Moved by Sara Scullen, 2<sup>nd</sup> by Sarah Dorfman, all approved.

## 9. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 11 "Planning for the Library's Future" Minetta said that she found the video very informative. Strategic planning is highly important. Julie said that it's important to have a plan with actionable items with staff involvement in the planning. Leslie pointed out that strategic plans should be mission driven and include as Julie said actionable items.
- b. <https://vimeo.com/showcase/11330550/video/1000947380>

**10. Adjournment:** Sara Podoll moved to adjourn the meeting, 2<sup>nd</sup> by Davin Lescohier, all approved. Meeting was adjourned at 10:29 a.m.

Respectfully submitted by:

Leslie LaMuro, secretary

### *Library Board Meeting Dates*

- *Monday, October 13, 2025 at 9:30 a.m.*
- *Monday, November 10, 2025 at 9:30 a.m.*
- *Monday, December 8, 2025 at 9:30 a.m.*