

Kendall Young Library
Board of Trustees Meeting
April 25, 2022 Minutes

The Kendall Young Library Board of Trustees met on Monday, April 25, 2022.

Members present were Carol Yanda, Steve Vande Zande, Gayette Grimm, and Crystal Gordon. Also present was Ketta Lubberstedt-Arjes, Tom Schutter, Teri Cornett, and Susan Griffith. Heidi Barrick and Ann McLaughlin was absent.

The meeting was called to order at 5:03pm by president, Carol Yanda. The minutes of the March 21 meeting were approved.

Public Input

Susan Griffith had four concerns:

- She asked when the flooring was going to be installed.
- She said the Naden family was at the Library on a Saturday to look at the Reading Corner.
- Ketta should not included staff birthdays on the staff newsletter.
- The Library should not provide a gift basket for St. Thomas' fundraiser.

Farmer's National Report – Tom Schutter

Tom Schutter presented the Kendall Young Library Trust farm report. See his written report for details.

Steve Vande Zande moved and Gayette Grimm seconded the motion that the Library will not pursue the wetland easement project on the Park Farm.

Tom will host a farm tour on June 3.

Financial Reports and Disbursement of Checks

Ann McLaughlin did not submit the financial reports for the board meeting due to illness. She will have the reports available at the May meeting.

Director's Report

March

Children's 19 programs
Total = 369

Teen 4 Teen Lounge
 Total = 15

Adults 2 programs
 Total = 55

May Programs

- Children's programs
 - Fuzzy Ducklings (Babies) – Tuesdays at 10:30 and Saturday, May 21
 - Wild Things (PreK-2nd) - Tuesdays at 3:45
 - Hungry Caterpillars (Preschool) – Wednesdays at 10:30
 - Tweens Time (3rd-5th) – Thursdays at 3:45
 - The Saturday Movie on May 7 is National Velvet.
 - The Early Out Activity Day is May 18.
- Teen Lounge
 - May 3 is LEGO Stem Challenge
 - May 10 is Finger Knitting
 - May 17 is Clothespin Puppets
- The adult movie on Tuesday, May 10 is Cyrano.
- DIY is Tuesday, May 24. They are making a Salt Shaker Bouquet.
- We are giving away 200 Red Oak seedlings once they arrive.

Building

- The hot water heater started to leak over the weekend. Mark Trueblood will have it replaced by tomorrow.
- The roof is leaking, and Jerry Widick cannot find the leak. Joel Peterson and Jerry are planning to “tear the roof apart” to find it in May.
- Two toilets in the women's bathroom are damaged. One toilet has a huge crack in it, and the other toilet is coming off the wall. Mark Trueblood will fix them.

Other Items

- National Library Workers Day Lunch was held April 6. The Library provided sandwiches and salads for the staff. Ketta provided a dessert and a thank you gift.
- TBS will start restoring our public computers on Thursday.
- Todd is replacing 4 computers on Thursday.
- The book sale starts Thursday and will go through Saturday.
- Books and BBQ is Thursday night. Whatcha Smokin' is accepting orders until midnight tonight.

Old Business

A. 2020 Financial Report

Carol and Crystal are still making corrections in QuickBooks. They have contacted Colin Hendricks and Sam Burleson for clarification.

Ketta will contact Sam about attending the May meeting.

New Business

A. 2021 Financial Report

Steve contacted Dick Anderson for his opinion about a yearly audit or review. Dick suggested contacting the City. He said there are some existing dual control systems already in place because Edward Jones, Farmers National and Community Foundation have yearly audits.

Carol's accountant suggested that we might consider accounting services for "agreed upon procedures" which be less comprehensive than a review or audit.

Crystal Gordon will contact Josi Greenley for her opinion.

B. Sue Naden memorial money

The family has requested memorials be given to the Library to purchase Vox Books and Wonderbooks. Also, the family would like to give an annual donation towards this collection and have a plaque in honor of her.

Donations are being made to the Community Foundation General Account in memory of Sue. The Library will need to transfer the money into the restricted account.

C. Policy Review

Ketta presented an updated copy of the Patron Conduct Policy, the Bulletin Board Policy and the Interlibrary Policy.

Crystal Gordon moved and Steve Vande Zande seconded the motion to accept the updated patron conduct policy.

Steve Vande Zande moved and Gayette Grimm seconded the motion to accept the updated Bulletin Board Policy.

The Interlibrary Loan Policy was tabled to the next meeting.

D. Closed Session

The board went into a closed session for a personnel issue at 7:55pm. They resumed the regular meeting at 8:25pm.

Committee Reports

There was no discussion.

Future Agenda Items

Remodeling the children's department.

Discussion of the Trustee handbook for continuing education credits.

Accreditation.

Other

The next board meeting will be Monday, May 16 at 5:00pm.

The meeting was adjourned at 8:25pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director