

Kendall Young Library
Board of Trustees Meeting
October 17, 2022 Minutes

The Kendall Young Library Board of Trustees met on Monday, October 17, 2022.

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

The meeting was called to order at 6:11pm by president, Carol Yanda. The minutes of the September 19 meeting were approved.

Public Input

There was no public input.

Farmer's National Report – Tom Schutter

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

Tom recommended transferring two acres of woodland to Brent Odland. This land cannot be farmed, and it sits between Brent's house and Hatchery's property. Crystal will look more into this.

The Board will be hosting a dinner for the tenants on Monday, November 28 at 6pm. It will be held at Kendall Young Library. The dinner will be paid from the farm account.

Financial Reports and Disbursement of Checks

Steve Vande Zande moved and Heidi Barrick seconded the motion to accept the Farmers National Report, the Financial Reports, and the Disbursements of Checks. Motion carried by unanimous vote.

Director's Report

September

Children's 20 program – 285

Teen 4 programs – 59

Adults 3 programs – 40

November Programs

- Children's programs
 - Fuzzy Ducklings (Babies) – Wednesdays at 10:30
 - Wild Things (PreK-2nd) - Tuesdays at 3:45
 - Hungry Caterpillars (Preschool) –Thursdays at 10:30
 - Tweens Time (3rd-5th) – Thursdays at 3:45
- Teen Lounge
 - Tuesdays from 3:30-5:00
- Early Out Activities is Wednesday, November 16 from 1:30-3pm. This program is for K-8th.
- Adult Programs
 - The movie, Hacksaw Ridge, is Thursday, November 10 at 6pm.
 - DIY Club is Tuesday, November 15 at 6pm. They are making a wine bottle scarecrow.
- The book sale is November 3-5.

Other Items

- Family Literacy Night was a huge success. We estimated 200 people attended this program.
- Thirteen staff members attended the Staff Development Day. Darcy Swon spoke about social media, and how we can fine tune our Facebook account. Maryann Mori presentation was "Make Room for YES" which discussed how staff should set priorities and make time for self while doing more. Also, Pascale gave a demonstration on the TBS (time management & printing software), Kanopy, Hoopla, and Libby.
- Three girls have been banned from Library property for the 2022/2023 school year. They threatened another child.
- Save the Date: Night of Philanthropy is Thursday, November 17.
- Pam lost her key to the building. Should we change the locks?

Old Business

A. 2021 Financial Report

Carol and Crystal completed the 2021 financials. They will talk to the prospective accountants about the completing the 2021 Review.

New Business

A. Personnel Policy/Handbook

Ketta presented the updated personnel policy. She is asking the Board to study the policy and discuss it at the next board meeting.

B. Enhance Hamilton County Foundation Grant

Ketta attended the Enhance Hamilton County Foundation Grant workshop on October 13. The Library can only ask for 35% of the cost of the project, and Darcy Swon will not know until December how much money the foundation is giving away. The Board agreed to ask for funds for replacing the humidifier.

C. Humidifier

Ketta presented two quotes from Trane for the humidifier. It will cost \$41,655.00 to replace the 20+ year old unit. Trane can also repair it which will cost \$14,971.00. Steve Vande Zande moved and Gayette Grimm seconded the motion to replace the humidifier. Motion carried by unanimous vote.

Before signing the contract with Trane, Ketta will confirm that the new humidifier will be compatible with a new boiler.

D. Staff Christmas Party

Ketta would like to close the Library on Friday, December 2 at 4:30pm for Staff Christmas Party. Steve Vande Zande moved and Gayette Grimm seconded the motion to close the Library early for Staff Christmas Party. Motion carried by unanimous vote.

E. Closed Session

The Board went into closed session at 8:00pm and returned to open session at 9:15pm.

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, November 21 at 6:00pm.

The meeting was adjourned at 9:15pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director