

Kendall Young Library
Board of Trustees Meeting
November 21, 2022 Minutes

The Kendall Young Library Board of Trustees met on Monday, November 21, 2022.

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

The meeting was called to order at 6:01pm by president, Carol Yanda. The minutes of the October 17 meeting were approved.

Public Input

There was no public input.

Farmer's National Report – Tom Schutter

Tom Schutter was unable to attend the meeting. The tenant dinner will be Monday, November 28 at 6pm.

Financial Reports and Disbursement of Checks

Crystal Gordon moved and Steve Vande Zande seconded the motion to accept the Financial Reports and the Disbursements of Checks. Motion carried by unanimous vote.

Director's Report

October

The Library is upgrading to a new calendar. The State Library is providing WhoFi at no cost. It will allow us to post the monthly programs on our web site, input attendance numbers, and the data will automatically go into the annual state report. In addition, Ketta will be able provide a report from WhoFi with our program numbers.

December 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, December 7 and 14 from 1:30-3pm. It is designed for K-8th.
- Adult Programs
 - DIY Club is Tuesday, December 6 at 6pm. They are making a Christmas wreath.
- Friends of Kendall Young Library is sponsoring Elf, the free Christmas movie, at the Webster Theater on Saturday, November 26.

Other Items

- There were multiple leaky pipes in the mechanical room. Excel from Des Moines was able to repair the pipes quickly.
- The humidifier will be replaced in 2023. It is compatible with a newer boiler and chiller.
- The book sale made \$2,206.07.
- Darcy Swon is still working on our web page. Out of frustration, Nicole has started adding content to our new page while Darcy is working the final design.
- Next month, I will have a proposal from our architect. She is strongly suggesting we complete a functional and building assessment. These assessments will help us plan for our future and set priorities.

Old Business

A. 2021 Financial Report

Crystal submitted our financial documents to Dean Barnett. He will provide an estimate for the 2021 financial report.

B. Personnel Handbook/Policy

The Board reviewed the personnel handbook. They recommended following changes:

- Fulltime staff will no longer have two personal days. Instead staff will be given two additional paid holidays, Friday after Thanksgiving and New Year's Eve Day.
- Fulltime staff will be able to carry over 60 days of sick time instead of 30 days.
- Employees can take up to 3 days of paid bereavement leave for funerals and may also use sick days if needed.
- Add a paragraph on maternity and paternity leave

New Business

A. Insurance

Justin Malloy presented the 2023 insurance policy to the Board. The policy will increase by 10%. He suggested to update the appraisal values for the rare art collection.

B. Appeal Letter

The Board read and discussed the 2022 appeal letter written by Ann McLaughlin. Ann will make changes and email the update version to the Board.

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, December 19 at 6:00pm.

The meeting was adjourned at 9:00pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director