

Kendall Young Library
Board of Trustees Meeting
December 19, 2022 Minutes

The Kendall Young Library Board of Trustees met on Monday, December 19, 2022.

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

The meeting was called to order at 6:00pm by vice president, Gayette Grimm. The minutes of the November 21 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. He will email the 2023 farm budget.

Financial Reports and Disbursement of Checks

Steve Vande Zande moved and Crystal Gordon 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

November

See Report

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
- Teens
 - Teen Lounge is on Tuesdays from 3:30-5:00.
 - Teen Book Club is January 12 and 26 from 6-7pm.
- Adult Programs

- DIY Club is Tuesday, December 10 at 6pm.
- Tech one-one-one will be Tuesdays and Thursdays by appointment.

Other Items

- Nicole finished the web page. We just need to proofread it.
- Appeal Letter Update: \$6257.50
- Chad Eells is making shelves for the bookcases in the sitting room. Once the shelves are completed, Molly and Nicole are moving the teen books in this area.
- Staff evaluations have been started. They will be finished in January.
- The Library received a thank you from Stu Swanson and a letter from Carol Zills concerning the parking lot.

Old Business

A. 2021 Financial Report

Dean Barnett is working on the quote for the 2021 financial report.

B. Personnel Handbook/Policy

The Board tabled the discussion until the next meeting.

C. Insurance

The Board reviewed the 2023 insurance renewal proposal from Justin Malloy. Steve Vande Zande moved and Crystal Gordon seconded the motion to accept the proposal. Motion carried by unanimous vote.

New Business

A. 2023 Budget

Ketta presented the 2023 budget. The budget will include the cost of the new humidifier and the building assessment.

The base salary for new employees will be: Assistant \$13.50, Library Clerks \$11.45, and Library pages (HS students) \$9.35. Ketta will provide 4%, 5%, and 6% salary projections at the January meeting.

The budget will be finalized in January.

B. Building Assessment

Ketta presented a quote from MSR Design for them to conduct a building and functional assessment in 2023. They were our architect from the 1997 addition. Ketta will contact MSR to get a timeline to complete the project. She will also gather additional quotes from other companies.

C. 2023 Closures

Ketta presented the closures for 2023:

Monday, January 2 (paid holiday)	Friday, November 24 (paid holiday)
Saturday, April 8	Saturday, November 25
Saturday, May 27	Saturday, December 23
Monday, May 29 (paid holiday)	Monday, December 25 (paid holiday)
Tuesday, July 4 (paid holiday)	Tuesday, December 26 (paid holiday)
Saturday, September 2	Friday, December 29 (paid holiday)
Monday, September 4 (paid holiday)	Saturday, December 30
Wednesday, November 22 – close at 3:00	
Thursday, November 23 (paid holiday)	

Steve Vande Zande moved and Heidi Barrick seconded the motion to approve the 2023 closures.

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, January 23 at 6pm.

The meeting was adjourned at 9:00pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director