

Kendall Young Library  
Board of Trustees Meeting  
January 23, 2023 Minutes

The Kendall Young Library Board of Trustees met on Monday, January 23, 2023

Members present were Steve Vande Zande, Gayette Grimm, Crystal Gordon, and Carol Yanda. Heidi Barrick was not present. Also present was Ketta Lubberstedt-Arjes, Ann McLaughlin, Tom Schutter, and Susan Griffith.

The meeting was called to order at 6:08pm by president, Carol Yanda. The minutes of the December 19 meeting were approved as corrected.

### **Public Input**

Susan Griffith would like fines reinstated.

### **Farmer's National Report – Tom Schutter**

Tom Schutter presented the Kendall Young Library Trust farm report. Steve Vande Zande moved and Gayette Grimm seconded the motion to move \$50,000 from the farm account at Availa Bank to the money market account at First State Bank. Motion carried by unanimous vote.

### **Financial Reports and Disbursement of Checks**

Crystal Gordon moved and Gayette Grimm seconded the motion to accept the Farmers National Report, the Financial Reports and the Disbursements of Checks. Motion carried by unanimous vote.

Ann presented a new procedure for distribution of income from the Edward Jones endowment account. She would like 1/12 of the income distributed each month. It was tabled until the next meeting. Carol, Crystal and An will discuss this with Tim Finucan.

### **Director's Report**

#### **December**

See Report

#### **February Programs**

- Children's programs
  - Fuzzy Ducklings (Babies) – Wednesdays at 10:30
  - Wild Things (PreK-2<sup>nd</sup>) - Tuesdays at 3:45

- Hungry Caterpillars (Preschool) –Thursdays at 10:30
  - Tweens Time (3<sup>rd</sup>-5<sup>th</sup>) – Thursdays at 3:45
- Teens
  - Teen Lounge is on Tuesdays from 3:30-5:00.
  - Teen Book Club is February 9 and 23 from 6-7pm.
- Adult Programs
  - DIY Club is Tuesday, February 7 at 6pm.
  - Baby Bearing workshop is Saturday, February 11 at 11am.
  - Internet Safety is Thursday, February 16 at 1:30pm
  - Bingo is Tuesday, February 28 at 6pm.
- Family Programs
  - Early Out Activity Day is Wednesday, February 1 from 1:30-3:00
  - Shrek, an interactive movie, will be Saturday, February 11 at 1pm.  
It will be held at the Webster Theater.
- The Spring book sale will be the week of April 17.
- Winter Reading Program starts February.

### **Other Items**

- Appeal Letter Update: \$19,000
- The Library received gift of \$25,215.67 in our Community Foundation Endowment account. It given by Sue and Dick Anderson.
- The Hamilton County Librarians met with the Hamilton County Supervisors and asked for 5% increase in funding.
- Accreditation application is due at the end of February.

### **Old Business**

#### A. 2021 Financial Report

Crystal Gordon moved and Steve Vande Zande seconded the motion to hire Dean Barnett to complete the 2021 financial report. Motion carried by unanimous vote. It will not exceed \$4200.

#### B. Personnel Policy/Handbook

Ketta presented the updated copy of the personnel handbook. Gayette Grimm moved and Crystal Gordon seconded the motion to accept the personnel handbook with minor changes to be made. Motion carried by unanimous vote.

#### C. 2023 Budget

Ketta presented a revised copy of the 2023 budget:

Ann proposed switching to Square payroll. It will cost approximately \$1600, but we can cancel QuickBooks payroll and When I Work. Steve Vande Zande moved and Gayette Grimm seconded the motion to subscribe to Square payroll. Motion carried by unanimous vote.

Ketta presented 4%, 5%, and 6% salary increase estimates for staff members. Gayette Grimm moved and Steve Vande Zande seconded the motion to give the staff a 6% increase. Motion carried by unanimous vote.

Crystal Gordon moved and Steve Vande Zande seconded the motion to the 2023 budget. Motion carried by unanimous vote.

#### D. Building Assessment

Ketta contacted OPN Architects and FEH Design for additional quotes. She will have them by the next board meeting.

### **New Business**

#### A. Election of Officers

The Board voted on the 2023 officers:

President:	Gayette Grimm
Vice President:	Crystal Gordon
Secretary:	Heidi Barrick
Treasurer:	Carol Yanda
Gift Chairman:	Steve Vande Zande

The subcommittees for 2023 are:

Farm:	Crystal Gordon and Steve Vande Zande
Technology:	Heidi Barrick and Gayette Grimm
Building and Ground:	Steve Vande Zande and Heidi Barrick
Finance:	Crystal Gordon and Carol Yanda

Crystal Gordon moved and Gayette Grimm seconded the motion to accept the appointment of the officers and subcommittees. Motion carried by unanimous vote.

#### B. Trustee Training

Hamilton County Librarians is hosting a trustee training via zoom on Monday, February 13 at 6pm. The topic will be strategic planning.

### **Committee Reports**

There was no discussion.

**Future Agenda Items**

Remodeling the children's department.

Discussion of the Trustee handbook for continuing education credits.

**Other**

The next board meeting will be Monday, February 20 at 6pm.

The meeting was adjourned at 9:45pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director