

Kendall Young Library  
Board of Trustees Meeting  
January 15, 2024 Minutes

The Kendall Young Library Board of Trustees met on Monday, January 15, 2024.

Members present were Carol Yanda, Steve Vande Zande, Gayette Grimm, Heidi Barrick and Diane Bahrenfuss.

Also present was Ketta Lubberstedt-Arjes, Ann McLaughlin, Tom Schutter, and Susan Griffith.

The meeting was called to order at 6:11pm by president, Gayette Grimm. The minutes of the December 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.

The Library will receive approximately \$110,000 in bonus rent. Steve Vande Zande moved and Carol Yanda seconded the motion to transfer the bonus rent to the Edward Jones account. Motion carried by unanimous vote.

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

Steve Vande Zande moved and Heid 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**

#### **December**

See Report

#### **February Programs**

- Children's programs
  - Fuzzy Ducklings (Babies) – Wednesdays at 10:30am
  - Hungry Caterpillars (Preschool) – Wednesdays at 2:00pm
  - Wild Things (PreK-2<sup>nd</sup>) - Tuesdays at 3:45pm

- Tweens Time (3<sup>rd</sup>-5<sup>th</sup>) – Thursdays at 3:45pm
- Teens
  - Teen Lounge is on Tuesdays from 3:30-5:00pm.
  - Teen Try Something New Year is on Thursdays from 3:30-5:00pm.
  - Homeschool Stem Lab is Thursday, January 18 from 1:00-3:00pm.
- Adult
  - Book discussion on Tuesday, February 13 at 1:30pm.
  - DIY is Tuesday, February 20 at 5:30.
- Family
  - Mommy and Me Support and Connect Group is Saturday, February 10 at 10am. This is in partnership with 21<sup>st</sup> Century Rehab and Sister Village.

### **2024 Programming**

- Cake Decorating is Friday, March 22. It is presented by Hummingbird Confections, and there is a fee to participate.
- Sara Broers is returning to the library on April 4 to discuss her new book, Perfect Day in Iowa.
- Linda McCann will be presenting Prisoners of War in Iowa on April 25.
- Kathy Wilson is presenting Death Comes for Us All on October 29.
- The Library is sponsoring two foam parties at Market Night on June 6 and July 11. A donor is paying for the second party.

### **Other Items**

- Friends of KYL received a gift of \$10,000 through Enhance Hamilton County. This money is designated for youth and family programming.
- The new controllers will be installed in February.
- Hamilton County Supervisors agreed to purchase four hotspots for each library in Hamilton County. Ours will be ordered in July 2024 (new fiscal year).
- Ketta emailed Justin Malloy concerning the Jane Young House address on page 8 in the insurance policy. Justin's response: "We list the Jane Young House location on the General Liability as a "Lessors Risk" exposure. I know that there is a lease/contract in place between the JYH Foundation and the Library, but it is always best to keep it listed on the GL just-in-case. The cost to include it is minimal. The Library address is listed as location #2, which includes the Library exposure."
- Approximately 100 surveys have been returned.
- Greta and Ketta interviewed candidates for a part-time position at the checkout desk.
- Mustang is cleaning the upholstery chairs during our staff day.
- Staff Day is Monday, January 22. The topic for the morning is teamwork. The Hospital is also providing a refresher course on the AED and basic CPR.

## **Meetings**

- Hamilton County Supervisor Meeting with Hamilton County Librarians
- Mainstreet Revitalization Alliance (hosted at Kendall Young Library)
- Administration Meeting
- Christie's Auction House

## **Board Training**

Hamilton County Trustee training will be February 5 at 6:30 via Zoom.

Next month, Heidi will lead the discussion for chapter 11 of the Iowa Library Trustee's Handbook.

## **Old Business**

### A. 2021/2022/2023 Financial Report

Carol needs to provide Dean with additional information.

### B. Building Assessment

The Board will meet January 17 at 5:30 to discuss the MSR building assessment.

### C. 2024 Budget

The Board reviewed the final draft of the 2024 budget. It is overbudgeted by \$250,000 for deferred maintenance. Steve Vande Zande moved and Heid Barrick seconded the motion to accept the 2024 budget.

## **New Business**

### A. Election of Officers

The Board voted on the 2024 officers:

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

The subcommittees for 2024 are:

Farm: Diane Bahrenfuss and Steve Vande Zande

Technology: Heidi Barrick and Gayette Grimm  
Building and Ground: Steve Vande Zande and Heidi Barrick  
Finance: Diane Bahrenfuss and Carol Yanda

Steve Vande Zande moved and Heidi Barrick seconded the motion accept the appointment of the officers and subcommittees. Motion carried by unanimous vote.

## B. Closures

The Library will be closed the following days in 2024:

Monday, January 22  
Saturday, March 30 (Easter weekend)  
Saturday, May 25  
Monday, May 27 (Memorial Day)  
Thursday, July 4  
Saturday, August 31  
Monday, September 2 (Labor Day)  
Wednesday, November 27 – close at 3:00  
Thursday, November 28 (Thanksgiving)  
Friday, November 29 (Black Friday)  
Saturday, November 30  
Tuesday, December 24 (Christmas Eve)  
Wednesday, December 25 (Christmas)  
Tuesday, December 31 (New Year's Eve)  
Wednesday, January 1, 2025

Heidi Barrick moved and Diane Bahrenfuss seconded the motion to close on these days.

## C. Strategic Plan Review

This topic was tabled until the next meeting.

## **Committee Reports**

There was no discussion.

## **Other**

The next board meeting will be Monday, February 19 at 6pm.

The meeting was adjourned at 7:50pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director