

Kendall Young Library  
Board of Trustees Meeting  
August 18, 2025 Minutes

The Kendall Young Library Board of Trustees met on Monday, August 18, 2025.

Members present were Gayette Grimm, Steve Vande Zande, Nicki Ehn, and Diane Bahrenfuss. Carol Yanda were absent.

Also present was Ketta Lubberstedt-Arjes, Ann McLaughlin, Adam Ganeff, Greta Oberender and Susan Griffith.

The meeting was called to order at 6:01pm by president, Gayette Grimm. The minutes of the July 21 meeting were approved.

### **Public Input**

There was no input from the public.

### **Farmer's National Report – Adam Ganeff**

Adam Ganeff presented the Kendall Young Library Trust farm report. See his written report for details.

Steve Vande Zande moved, and Diane Bahrenfuss seconded the motion to authorize Adam to proceed with terminating the leases and maintain the rental rates for 2026. Motion carried by unanimous vote.

Diane Bahrenfuss moved, and Nicki Ehn seconded the motion to transfer \$40,000 from Edward Jones to Availa Bank for payment of taxes. Motion carried by unanimous vote.

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

Steve Vande Zande moved, and Nicki Ehn 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**

#### **Trane Update – Todd Kamp, Project Manager**

- Start Date: August 18. They will begin with the boiler.
- Next meeting will begin on August 20. It will be at 9am in the meeting room.

## **Building**

- Peterson Construction will start the storage project in about 30 days. Water is seeping in from outside.
- A loose roof tile caused a leak in Ann's office. Jerry Widick repaired it but noted it may be time to hire a company to restore the tiles.
- Drywall repair in the meeting room is paused until the HVAC replacement is complete. Another leak has occurred, and the source has not yet been identified. Jerry Widick and Peterson Construction are aware of the issue.
- Trane was called to repair the humidifier, which was leaking 100 gallons of water per hour.
- Additional work was needed in the public restrooms to repair a urinal and a toilet.
- Work has begun on the security camera project.

## **Other Items**

- Ketta received \$1250 travel reimbursement to attend this year's conference. The conference is September 17-21.
- September is National Library Card Sign-Up Month. We'll be sending out a sample direct-mail postcard to see if it helps attract new library users.
- Ketta is having difficulty securing a speaker for the staff training day. She has reached out to Decorah Public Library regarding space management, but has not received a response despite contacting them by both email and phone. Her second-choice speaker is unavailable this year. She has contacted Tim Zahn to see if he is available to present a program on emergency management.
- The recording of "From Planning to Impact" is now available in Workday.

## **Old Business**

### A. 2022/2023 Financial Report

Ann emailed the accountant, but did not receive a response.

### B. 2026-2030 Strategic Plan

Diane attended the continuing education class "*From Planning to Impact: Strategic Planning Essentials for Library Boards*" on August 6.

The Board will meet on Monday, September 22, at 6:00 p.m. to begin work on a new strategic plan.

### C. Trane Project

Ketta provided an update on the boiler and presented samples of ceiling tiles. The Board agreed to match the tile used in the meeting room and to request a sample of the decorative tile from the Jane Young House for consideration in the Jane Young Room.

## **New Business**

### A. Social Media Policy

Ketta presented a proposed social media policy. She highlighted the key points of the policy, including guidelines for appropriate content, communication standards, and responsibilities of staff when representing the organization online. Nicki Ehn moved, and Steve Vande Zande seconded the motion to accept the social media policy. Motion carried by unanimous vote.

### B. Friends of KYL Fundraiser

Ann provided information about the Friends of KYL's fundraiser, Book Bash, scheduled for Thursday, September 25, at 7:00 p.m. The event will feature music, appetizers, mocktails, a silent auction, and early access to the book sale.

Diane Bahrenfuss moved, and Nicki Ehn seconded the motion that each Board member donate a book adapted into a movie for the silent auction. Motion carried by unanimous vote.

## **Committee Reports**

### **Other**

#### A. Board of Trustee Election

Ketta is scheduled to meet with John Marvel and Val Grimsley to discuss the election process.

The next board meeting will be Monday, September 22 at 6:00pm.

The meeting was adjourned at 7:30pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director