

Kendall Young Library
Board of Trustees Meeting
October 20, 2025 Minutes

The Kendall Young Library Board of Trustees met on Monday, October 20, 2025.

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

Also present was Ketta Lubberstedt-Arjes, Ann McLaughlin, and Adam Ganeff.

The meeting was called to order at 6:02pm by president, Gayette Grimm. The minutes of the September 15 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.

Financial Reports and Disbursement of Checks

Diane Bahrenfuss 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

- Our main book supplier, Baker & Taylor, is closing. The Library will now use Amazon and Ingram as our primary vendors.
- The Library has submitted a Travel Iowa grant to request additional funding for marketing. The proposed idea highlights KYL as a family destination, collaborating with Webster City businesses and organizations to create a complete weekend experience for families.
- Doreen and staff will be at Sunset Elementary during parent-teacher conferences to sign up families for library cards.
- The Freeman Journal and KYL will host a candidate forum on October 27 and 28
- Ketta attended the Iowa Nonprofit Summit in place of Ann, who had a scheduling conflict. The conference provided excellent information and

new ideas for fundraising strategies that could benefit the Library's future initiatives.

- Ketta received a recommendation for a roofer from Des Moines who specializes in historical buildings and tile work. She will contact them to schedule an appointment to inspect the roof if there is interest.
- Ketta submitted a grant application for the Mobile Beacon Wi-Fly Lending Launch Kit, which includes a donation of laptops with internet access.
- Jewell Library and Ellsworth will be contributing new materials to our Hamilton County Archive web page, helping to expand and enrich the digital collection with historical documents, photographs, and other resources that showcase the history and culture of our community.
- The first half of our Citizen Cards have been successfully uploaded to the Hamilton County Archive web page, making these historical records accessible to the public online. We plan to send the remaining cards in November, further expanding the archive and providing a more complete picture of Hamilton County's history for researchers, students, and community members. Ketta will be hosting a launch party soon.
- Ketta, along with the Hamilton County librarians, met with the Hamilton County Supervisors, and the discussion raised several concerns that may need follow-up.

Old Business

A. 2022/2023/2024 Financial Report

Ketta reported that she has requested a proposal from Creative Planning, an accounting firm that specializes in working with nonprofit organizations. She expressed optimism that this firm could be a strong fit for the library's financial needs, noting their experience with nonprofit accounting and investment management. The proposal will be reviewed once received, and further discussion will take place at an upcoming meeting.

B. 2026-2030 Strategic Plan

The Board continued its review of the Strategic Plan. Trustees agreed that additional time is needed and will resume work on the plan at the January meeting.

C. Trane Project

The next Trane will be held on October 29 at 9:30 a.m. in the meeting room. The ceilings have been removed, and installation of the VAV boxes is currently underway. The Library will be closed on October 22 and 23 to allow for the removal and installation of the air handler. Trane will prepare a

service agreement for the HVAC system, with the contract to begin upon completion of the installation project.

D. Emerge Kickoff Meeting

The Board reviewed the information and discussion points from the Emerge Marketing Kickoff meeting.

E. Budget

The Finance Committee will meet on November 3 to begin work on the 2026 budget.

New Business

A. Enhance Hamilton County Foundation Grant

Ketta reported that she is preparing to write a grant proposal to fund the installation of a permanent StoryWalk along one of the walking trails. She plans to meet with City representatives to discuss potential partnership opportunities and to determine whether the City could assist with the installation as an in-kind contribution.

Committee Reports

A. Investment Policy – Finance Committee

The Finance Committee will meet to review and update the Investment Policy.

Other

The next board meeting will be Monday, November 17 at 6:00pm.

The meeting was adjourned at 8:30pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director