

Kendall Young Library
Board of Trustees Meeting
November 17, 2025 Minutes

The Kendall Young Library Board of Trustees met on Monday, November 17, 2025.

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

Also present was Ketta Lubberstedt-Arjes, Ann McLaughlin, Adam Ganeff, Susan Griffith, Dean Bowden, Joel Peterson and Brian Dugan.

The meeting was called to order at 6:02pm by president, Gayette Grimm. The minutes of the September 22 and October 20 meeting were approved with corrections.

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.

The Library is expected to receive \$449,362.53 in income.

Financial Reports and Disbursement of Checks

Steve Vande Zande moved, and Nikki 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

- Library staff toured the Manning and Carroll Public Libraries to gather ideas and inspiration for programs, spaces, and services at Kendall Young Library. Everyone enjoyed the tour.
- Unfortunately, Greta fell during the visit to Manning, which required an ER visit. A claim has been filed with the insurance company.
- Full-time staff and Val attended the Learning Circuit in Story City, focused on *“Plan, Succeed, Measure: A Comprehensive Approach to Library Program Evaluation.”* While there, the group also toured the recently remodeled Story City Public Library.
- Ketta applied for the Library to become a UPS Access Point, with the goal of increasing foot traffic and community engagement in the building. It will also provide a much-needed service for Webster City.

- The Library is piloting an “Organization Card” program that allows daycares, care facilities, and schools to check out materials on behalf of their organizations. The program is currently being tested with Head Start.
- Several new children’s programs have been introduced:
 - **Saturday Drop-In** – features crafts and simple projects designed to encourage families to visit the library together.
 - **Lego Build Mondays** – a creative, hands-on program for kids to build and explore with Legos.
 - **Daycare Outreach** – staff visit local daycares for story times and deliver books for children and caregivers to enjoy throughout the week.
- We are in the process of purchasing new newsletter software that integrates with both Who-Fi and our TLC automation system. The new platform will also save approximately \$700–\$1,000 annually. We plan to import all patron email addresses from our records into the new system to streamline communication. We are planning to go live in January.
- Elaine, Molly, and Ann have been registered for the Public Library Conference in Minneapolis. This was made possible because Ketta received a \$1,250 stipend to attend the ARSL Conference in September.
- Staff evaluations are nearly complete. Doreen has finished evaluations for the children’s department, and Ketta is finalizing evaluations for professional staff to align goals with the new strategic plan. Greta plans to complete evaluations for circulation staff by December.
- The City of Webster City agreed to provide an in-kind donation to install the Storywalk along Brewer Creek. Ketta will submit an Enhance Hamilton County grant requesting 35% of the total \$5,000 project cost. The Friends of the Library have also committed funding toward the project.

Old Business

A. 2022/2023/2024 Financial Report

Carol spoke with Nick Stanley of TrustPoint regarding completion of our 2022 review. His firm remains interested and has quoted \$6,000 for the 2022 review, as well as \$3,000 each for the 2023 and 2024 compilations.

Steve Vande Zande moved, and Diane Bahrenfuss seconded, to proceed with Nick Stanley to complete the 2022 review and to conduct the compilations for 2023 and 2024. Motion carried by unanimous vote.

B. Trane Project

Joel Peterson provided an update on the construction project. The startup day for the chiller will be delayed until Spring otherwise the rest of the work should be completed by end of December.

Brian Dugan of Trane reviewed the four service contract options for the new HVAC system and answered questions regarding scope, coverage, and pricing. After discussion, Nikki Ehn moved, and Steve Vande Zande seconded, to approve the basic service plan. Motion carried by unanimous vote.

C. Budget

The Finance Committee presented the draft 2026 budget for review and discussion. The Board reached consensus to include a minimum 3% salary increase for staff in the upcoming fiscal year. The Finance Committee will continue refining the budget and will bring forward updated figures and recommendations at the December meeting.

New Business

A. Appeal Letter

Ann presented the draft appeal letter. She will make the requested revisions and email the updated version to the Board for approval.

B. Library Director Evaluation

The Board will meet Monday, January 12 at 6pm at Trinity Lutheran Church to discuss Ketta's evaluation.

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 Tuesday, December 16 at 6:00pm.

The meeting was adjourned at 9:20pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director