

Kendall Young Library
Board of Trustees Meeting
December 16, 2025 Minutes

The Kendall Young Library Board of Trustees met on Tuesday, December 16, 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, Val Grimsley and Greta Oberender.

The meeting was called to order at 6:05pm by president, Gayette Grimm. The minutes of the November 17 meeting were approved.

Public Input

Introductions were made with Val Grimsley, the newly appointed library board trustee.

Farmer's National Report – Adam Ganeff

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

The Library received \$7,542.90 in bonus rent.

Financial Reports and Disbursement of Checks

Steve Vande Zande moved, and Carol Yanda 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

- Next meeting will be December 19. It will be at 9:30am in the meeting room.
- Ceiling tiles for the JYR have been ordered.
- The majority of the project will be completed this month, with them returning in January to address remaining minor items.

Other Items

- Hamilton County Library Trustee Training will be held on Monday, February 23 at 6:00 pm, with Celina Peerman presenting via Zoom.
- Ketta is scheduled for surgery on January 2 and will be on medical leave for approximately four weeks.

- Ketta met Representative Shannon Latham at an event in Webster City, and she invited her to visit the Library. She will be at KYL on December 18 at 2:00 p.m.
- Met with Tahra's Cleaning Services to discuss a deep cleaning of the library.
- The City removed the snow from the parking lot.
- The elevator service agreement expires at the end of February.

Old Business

A. 2022/2023/2024 Financial Report

Ann forwarded the requested 2022 information to the accountant.

B. Trane Project

The Board reviewed two quotes for the HVAC service agreement. Steve Vande Zande moved, and Nikki Ehn seconded, to approve the service contract that includes 40 hours of work time at a cost of \$29,030. Motion carried by unanimous vote.

The Board reviewed a quote to add a fence around the chiller. The Board agreed to postpone this expense.

C. Budget

The Finance Committee reviewed the draft 2026 budget and discussed projected revenues and expenses. The budget will be presented for approval at the January meeting.

D. Library Director Evaluation

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

New Business

A. Board of Trustee position

Diane Bahrenfuss moved outside the city limits. Carol contacted Zach Chizek to determine whether Diane may remain on the Board, as the Kendall Young's will does not specify a requirement to reside in Webster City for the duration of a trustee's term.

Val Grimsley is required to complete IPIB Board training within 90 days of appointment, as mandated by H.F. 706.

B. KYL Logo

Shelly Greving presented sample logos. The Board agreed that the simple round logo was the preferred option.



C. Closures 2026

Nikki Ehn moved, and Diane Bahrenfuss seconded the motion to close the library on the following days:

Saturday, April 4 (Easter weekend)
Saturday, May 23
Monday, May 25 (Memorial Day/Paid)
Friday, July 3 (Holiday pay for full-time staff)
Saturday, July 4
Saturday, September 5
Monday, September 7 (Labor Day/Paid)
Wednesday, November 25 – close at 3:00
Thursday, November 26 (Thanksgiving/Paid)
Friday, November 27 (Black Friday/Paid)
Saturday, November 28
Thursday, December 24 (Christmas Eve/Paid)
Friday, December 25 (Christmas/Paid)
Saturday, December 26
Thursday, December 31 (New Year's Eve/Paid)
Friday, January 1, 2027 (New Year's Day/Paid)
Saturday, January 2, 2027

Motion carried by unanimous vote.

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 held Monday, January 19 at 6:00 p.m. Ketta will not be in attendance due to medical leave.

The meeting was adjourned at 9:00pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director