

Kendall Young Library
Board of Trustees Meeting
October 16, 2023 Minutes

The Kendall Young Library Board of Trustees met on Monday, October 16, 2023.

Members present were Carol Yanda, Steve Vande Zande, Gayette Grimm, Heidi Barrick and Crystal Gordon.

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

The meeting was called to order at 6:01pm by president, Gayette Grimm. The minutes of the June 21 and September 12 meeting were approved, and the minutes of the September 18 meeting were approved upon corrections. The Board requested an addendum be added to include the confidentiality policy which was approved via email on September 26.

Public Input

Susan Griffith is upset with Ketta's explanation on why the labels were not being changed.

Farmer's National Report – Tom Schutter

Tom Schutter presented the Kendall Young Library Trust farm report. See his written report for details.

Financial Reports and Disbursement of Checks

Crystal Gordon moved and Steve Vande Zande 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

September

See Report

Upcoming Programs

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

- Tweens Time (3rd-5th) – Thursdays at 3:45pm
- Teens
 - Teen Lounge is on Tuesdays from 3:30-5:00pm.
 - Homeschool Stem Lab is on Thursday, October 19 at 1:00pm.
- Adult
 - DIY is Tuesday, October 19 at 5:30pm. The craft is a fall picture frame.
 - Adult Movie: Rocky Horror Picture Show is Monday, October 30 at 6pm.
 - Book discussion on Tuesday, November 14 at 1:30pm. They are discussing Fire Keeper's Daughter.
 - Iowan and Christian Fiction author Jocelyn Green is coming on November 9. Her program will be Saviors, Soldiers, Spies: Women in the Civil War.
 - Kevin Wood, an Abraham Lincoln impersonator, is coming on November 28. His program is Lincoln and Thanksgiving.
- Family
 - Baby Support Group is Saturday, October 21 at 10:00am.
 - Parent Connection is Thursday, October 26 at 5:30pm
 - Trick or Treat will be Tuesday, October 31.

Other Items

- We had over 50 new library cards for September. We celebrated National Library Card Sign-up Month with a special promotion.
- The Library provided glasses for the annular eclipse.
- Elaine and Val are participating in Downtown's Trick or Treat.
- Elaine is presenting a monthly Spice Club for our patrons.
- The Library is hosting the Angel Tree this year.
- We replaced the wireless routers throughout the building. The public Wi-Fi now requires a password to use it.
- The new circulation policy was implemented October 2.
- Next summer, 600th block of Elm Street will be under construction. The city will be in contact with Ketta for additional information.

Building

- Jerry Widick and Peterson Construction replaced the drain on the roof. They are now watching a new spot that started leaking this past month.

Board Training

Heidi led the discussion for chapter 13 of the Iowa Library Trustee's Handbook. Next month, Crystal will lead the discussion for chapter 10.

Old Business

A. 2021/2022 Financial Report

Carol provided additional information to Dean Barnett.

B. Building Assessment

The Board cancelled the October 1 meeting to discuss the building assessment report. We will be meet in January to discuss it.

C. Outreach

Gayette, Carol, Ann and Ketta presented the rough draft of the community survey. Steve Vande Zande moved and Crystal Gordon seconded the motion to proceed with the survey. Motion carried by unanimous vote.

D. Trane Quote: Controllers

New Business

A. Appeal Letter

Ann volunteered to write the 2024 appeal letter. She will email a copy of the letter to the Board.

B. Enhance Hamilton County Foundation Grant

The Library will not apply for Enhance Hamilton County Foundation grant this year.

C. Mustang Disaster CleanUp proposal

Ketta presented a quote from Mustang Disaster to have them clean the building and the carpet. They are planning to clean around our holiday closures. Steve Vande Zande moved and Heidi Barrick seconded the motion to proceed with hiring Mustang Disaster to clean the building and the carpet. Motion carried by unanimous vote.

D. 2024 Budget

The finance committee will meet before the November meeting to discuss the 2024 budget.

Committee Reports

There was no discussion.

Other

The next board meeting will be Monday, November 20 at 6:00pm.

The meeting was adjourned at 7:45pm.

Addendum: The Board voted to change the staff paid holiday from December 26 to December 28 to allow for Mustang Disaster CleanUp to clean the carpets and the building on October 25, 2023 via email.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director