

Kendall Young Library
Board of Trustees Meeting
November 20, 2023 Minutes

The Kendall Young Library Board of Trustees met on Monday, November 20, 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 Greta Oberender.

The meeting was called to order at 6:00pm by president, Gayette Grimm. The minutes of the October 16 meeting were approved upon corrections. The Board requested an addendum be added to include the staff paid holiday closure change that was approved via email.

Public Input

Ann McLaughlin reported that a solution was found to make the words on the spine label more visible.

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

Heidi Barrick 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

October

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.
 - Teen Bingo is Thursday, December 7 at 3:30.
- Adult
 - Kevin Wood, an Abraham Lincoln impersonator, is coming on November 28. His program will be Lincoln and Thanksgiving.
 - DIY is Tuesday, December 5 at 5:30pm. The craft is Christmas ornaments.
 - Adult Bingo is Thursday, December 7 at 5:30.
 - Book discussion on Tuesday, December 12 at 1:30pm.
- Family
 - Cookie Decorating at KYL is Saturday, December 2 from 10:30-12:00pm.

Other Items

- Hamilton County Trustee training will be February 5 at 6:30. It will be via Zoom.
- Ann has developed a fundraising plan for Giving Tuesday. Tami and Andy Hejlik are matching donations for this event.
- We are participating in the Festival of Trees at Jane Young House.
- 600th block of Elm Street will be under construction in June and/or July. The patrons will have to use the Water Street to enter and exit. The City will have detour signs and mark the one-way street clearer.
- Attached is the State Annual Report
- Staff attended TLCU which is our automation system conference.
- Children's Department added TonieBoxes to the collection. They have been extremely popular.
- Fire Department was called due to burning popcorn.
- Pascale resigned.

Board Training

Crystal led the discussion for chapter 10 of the Iowa Library Trustee's Handbook.

Old Business

A. Appeal Letter

Ann presented a rough draft of the appeal letter. She will continue to develop the letter and will email the final copy to the Board.

B. 2024 Budget

The Board discussed staff wages for 2024. They will continue to look at the budget at the December meeting.

C. 2021/2022 Financial Report

Dean Barnett has not provided an update on our 2021 financial report.

D. Building Assessment

Gayette asked the Board to start looking at their schedules for availability in January and February for a work session.

E. Outreach

Ann and Ketta presented an updated copy of the survey. The board asked that “check all that applies” be added to the questions. Crystal Gordon moved, and Heidi Barrick seconded the motion to approve the survey with corrections. Motion carried by unanimous vote.

F. Trane Quote: Chiller

Ketta presented three quotes to repair the chiller which includes circuits and freon. Trane suggested doing all three repairs at once to save money. Steve Vande Zande moved, and Crystal Gordon seconded the motion to accept the bids and proceed in fixing the chiller.

New Business

There was no new business.

Committee Reports

There was no discussion.

Other

The next board meeting will be Tuesday, December 19 at 5pm. The Board will also be meeting on Friday, December 8 at 4pm at First State Bank in closed session.

The meeting was adjourned at 8:35pm.

Respectfully submitted by Ketta Lubberstedt-Arjes, Library Director