

Spirit Lake Library Board Meeting

December 2, 2024

Present at the meeting: Christa Butler, Roger Brockshus, Carolyn Butterworth, Frank Christenson, Cindy Davis, Krista Elmquist, Matt Early, Heather Kalkhoff, Vicki Perry.

The meeting was called to order at 5:12 p.m. by president Christenson. Minutes of the November 4, 2024, meeting were read by Butterworth. Kalkhoff moved, seconded by Early, that the minutes be approved as corrected. Motion carried.

November financial reports were received too late for this meeting. Library revenue was \$244.70 to the general fund, with total expenses of \$35,199.64. Friends revenue was \$1,621.78, with total expenses of \$1,085.96.

The December bills submitted totaled \$2,586.07 (without payroll and facility expenses). Friends bills were \$1,346.38. Motion by Butterworth, seconded by Brockshus, to approve the bills for payment. Motion carried.

Reports:

- The Annual Survey was reviewed and discussed. Cindy noted that there is a program available from the State Library to assist in keeping statistics, which will simplify completing the Survey in the future.

Director's Report:

- A parttime employee from last summer worked over Thanksgiving and will be available to work during her Christmas break.
- A retirement party to honor Cindy's retirement will be sponsored by the Friends of the Library on Thursday, December 19, 2:00 p.m. – 5:00 p.m.

New Business:

- The Director job transition was discussed. In order to facilitate this transition, there will be two days of overlap, with both Cindy and Amy (the new Library Director) at the Library.
- A quote of \$1,499.00 for a new computer for Krista was reviewed. Motion by Early, seconded by Kalkhoff, that the purchase be allowed, on the condition that service is included. Motion carried.
- An estimate of \$600 - \$800 was received for rewiring some bad outlets in order to secure the connections. Motion by Butler, seconded by Brockshus, to follow up on this work. Motion carried.

Old Business:

- An update was presented on negotiations with Wahpeton, one of our contracting cities.
- The City of Superior does not contract with the SLPL and will lose services beginning January 1, 2025.

Upcoming Programming:

- The December calendar of library events was circulated.

The next regular meeting of the library board will be Monday, January 6, 2025, at 5:15 p.m. Agenda items will include election of officers and considering a new board member.

Note: Countywide Trustee Training was held at the Milford Library on Tuesday, November 12, 2024. Bonnie Mc Kewon presented the program Point of Intersection: City Budget, Library Budget, for a total of one hour of continuing education.

Butler moved, seconded by Brockshus, that the meeting be adjourned. Motion carried. Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Carolyn Butterworth, Secretary