

## Spirit Lake Library Board Meeting

August 4, 2025

Present at the meeting: Christa Butler, Roger Brochshus, Carolyn Butterworth, Frank Christenson, Amy Dissmeyer, Heather Kalkhoff, Tanner Metz. Absent: Matt Early.

The meeting was called to order at 5:17 p.m. by president Butler. Minutes of the July 7, 2025, meeting were read by Butterworth. Kalkhoff moved, seconded by Metz, that the minutes be approved as read. Motion carried.

Public Comment & Correspondence: None

Total library revenue for July was \$274.40 to the general fund, with total expenses of \$36,722.41. Friends revenue was \$2,668.25, with total expenses of \$3,734.64. Motion by Butterworth, seconded by Christenson, to accept the financial reports. Motion carried.

### Director's Report:

- The Circulation Policy adopted at the July meeting went into effect August 1. Staff held meetings/training during the second half of July to discuss the changes and prepare for implementing.
- A contract has been signed for a public copy machine. It is slightly smaller than the current machine and will be coin/bill operated so patrons can print and make copies on their own without staff intervention. This is good for staff workload and workflow as well as for patron privacy. Patrons will also be able to print wirelessly and to scan and email from the device. The public will still need to use the staff copier for faxing services. With the additional funds this year in the capital budget to upgrade the network and computers, the general fund budget can accommodate the increase in technology budget.
- Network upgrades are scheduled for the first week of August.
- An arrangement has been made with The Revelry to hold an evening book club there beginning in September. The club will use a "theme" approach rather than discussing specific books.
- Staff schedules have been revised to include some nights and weekends for all.

### Old Business:

- The revised Meeting Room Policy was reviewed. Motion by Metz, seconded by Kalkhoff, to accept the policy. Motion carried.

### New Business:

- The following policies are either no longer in effect or are included in other policies: Petty Cash, Public Relations, Customer Service, and Overdue Materials. Motion by Christenson, seconded by Kalkhoff, to rescind these policies. Motion carried.
- The Fee Schedule was discussed. Motion by Christenson, seconded by Brockshus, to adjust copy charges to \$.25/page for all copies and to charge \$2.00 for interlibrary loans, as well as accept other charges listed for the laminator, book repair, and replacements. Motion carried.

### Trustee Training:

- There is a new training requirement in Iowa for all newly elected and appointed state officials. Information can be found on the State of Iowa "Iowa Public Information Board."
- There was a 20-minute discussion of chapter 4 of Meet Me at the Library by Shamichael Hallman.

The next regular meeting of the library board will be Monday, September 8, 2025, at 5:15 p.m. Agenda will include discussion of chapter 5 of Meet Me at the Library.

Christenson moved, seconded by Metz, that the meeting be adjourned. Motion carried. Meeting adjourned at 6:05 p.m.

Respectfully submitted,

Carolyn Butterworth, Secretary