

Spirit Lake Library Board Meeting

March 3, 2025

Present at the meeting: Christa Butler, Roger Brochshus, Carolyn Butterworth, Frank Christenson, Amy Dissmeyer, Heather Kalkhoff, Tanner Metz. Absent: Matt Early. Note: Tanner Metz was approved by the City for library board membership.

The meeting was called to order at 5:11 p.m. by president Butler. Minutes of the February 3, 2025, meeting were read by Butterworth. Christenson moved, seconded by Brockshus, that the minutes be approved as read. Motion carried.

A thank-you note from SL Elementary was circulated.

February financial reports from the City were not received by meeting time. Total library revenue for February was \$5,443.61 to the general fund (which includes payment from contracting city, West Okoboji), with total expenses of \$29,743.23. Friends revenue was \$493.23, with total expenses of \$367.87.

The March bills submitted to date totaled \$2,791.78 (without bills that are not yet final and without payroll and facility expenses). Friends' bills were \$778.68. Motion by Christenson, seconded by Kalkhoff, to approve for payment the bills as of today. Motion carried.

Director's Report:

- Conversion to Google Workspace continues. New staff emails and a shared calendar have been set up. Amy is also looking into WhoFi, a possible meeting room management service.
- Work continues on the library's collection, including weeding and reorganizing.
- The monthly Book club is getting a facelift and will now be called "Page Turners." The group will meet informally in March to pick up the April book, The Measure, and to look over the list of selections for the rest of 2025.
- Adult Summer Reading (May 27 through July 31) is under construction and will include participants' drawings for prizes.

New Business:

- The 2025 holiday closure schedule for the library was presented. Motion by Butterworth, seconded by Brockshus, to approve the schedule. Motion carried.
- A change to the library's Policy on Patron behavior was made with the purpose of updating cell phone usage: Delete #6 under kinds of behavior that are prohibited: "Use of a personal electronic device at a level audible to others." Motion by Christenson, seconded by Kalkhoff, to update the policy. Motion carried.
Note: Item #3 addresses guidelines for any noise in the library by prohibiting "Any behavior that is disruptive of the library environment, including conversation that is above an acceptable noise level or is disturbing to other patrons or using profane or obscene language."
- Amy reviewed library staffing needs.
- Copies of Meet Me at the Library were distributed and will be read as part of the board's continuing education over the next several months.

Old Business: None

The next regular meeting of the library board will be Monday, April 7, 2025, at 5:15 p.m. Agenda will include discussion of the forward and preface of Meet Me at the Library

Christenson moved, seconded by Kalkhoff, that the meeting be adjourned. Motion carried. Meeting adjourned at 5:52 p.m.

Respectfully submitted,

Carolyn Butterworth, Secretary