

Spirit Lake Library Board Meeting

March 4, 2024

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

The meeting was called to order at 5:15 p.m. by president Christenson. Minutes of the February 5, 2024, meeting were read by Butterworth. Kalkhoff moved, seconded by Early, that the minutes be approved. Motion carried.

February financial reports were presented. Library revenue was \$264.30, and Friends revenue was \$1,131.64. Motion by Butterworth, seconded by Kalkhoff, to approve the February bills. Motion carried.

Reports:

- Circulation report: Circulation to date for 2024 was 3,234 compared to 3282 in 2023.
- Hoopla: Of the \$2,000 up-front payment, \$1470 remains. The February fees were \$290.

Director's Report

- Cindy reported that there have been three incidents that were in violation of the library's patron behavior policy. Cindy and the staff have handled the situations.
- Building Issues:
 - Change over to Premier Communications is complete and has gone well.
 - Pedersen Electric has repaired the faulty flow valve in the sprinkler system.
 - A quote for \$4,263.00 from 3D Builders was presented for work on the front door. Motion by Early, seconded by Kalkhoff, to approve the bid. Motion carried.
 - There have been issues with bathroom cleanliness due to patron behavior.
 - The City has added vision insurance to the package for fulltime employees.

New business:

- The Friends will meet March 19 and will discuss possibilities for making the new outdoor space usable and inviting. Suggestions are welcome. The Friends will also be providing money for the J-Term students' StoryWalk® project to be placed at Memorial Park.
- It was reported that the legislation that would have affected library funding had been dropped.
- Cindy presented a request for the purchase of a used printer for the office at a cost of \$150. Motion by Butterworth, seconded by Early, to approve the purchase. Motion carried.

Policy Review:

- The board will begin review of library policies to prepare for 2026 accreditation.

The next regular meeting of the library board will be Monday, April 1, at 5:15 p.m.

Motion to adjourn by Early, seconded by Kalkhoff. Motion carried. Meeting adjourned at 5:53 p.m.

Respectfully submitted,

Carolyn Butterworth, Secretary