

Spirit Lake Library Board Meeting

July 7, 2025

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

The meeting was called to order at 5:16 p.m. by president Butler. Minutes of the June 2, 2025, meeting were read by Butterworth. Kalkhoff moved, seconded by Brockshus, that the minutes be approved as read. Motion carried.

Public Comment & Correspondence: None

Total library revenue for June was \$24,332.95 to the general fund, (which includes payments from contracting cities Wahpeton and Okoboji), with total expenses of \$37,843.70. Friends revenue was \$3,372.77, with total expenses of \$1,431.30. The Friends' Fiscal Year End Report was presented. Motion by Butterworth to accept the financial reports, seconded by Early. Motion carried.

Director's Report:

- The 2025 – 26 budget includes additional \$7,000 for capital outlay. An estimate was received for updating the library's networking equipment.
- Note: Because there is no requirement in the library's policies, code, accreditation rules, or bylaws that two separate readings are required to approve library policy or updates, the policies presented to the board in the future may be approved at a first reading.
- The five new public computers have been set up and staff is working on the installation of software.

Old Business:

- A staff salary adjustment proposal, including a chart of wage step increments, was presented. Motion by Brochshus, seconded by Kalkhoff, to accept the steps as presented and to move two employees to Step 5 in FY 2025-26 in order to address wage equity. Motion carried.

New Business:

- The revised Circulation Policy was reviewed. Motion by Early, seconded by Metz, to approve the policy.
- A draft of the revised Meeting Room Policy was reviewed and discussed. Action was tabled until a future meeting.

Trustee Training:

- There was a 15-minute discussion of chapter 3 of Meet Me at the Library by Shamichael Hallman.

The next regular meeting of the library board will be Monday, August 4, 2025, at 5:15 p.m. Agenda will include discussion of chapter 4 of Meet Me at the Library and further discussion of the Meeting Room Policy.

Metz moved, seconded by Kalkhoff, that the meeting be adjourned. Motion carried. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Carolyn Butterworth, Secretary