Spirit Lake Library Board Meeting
November 3, 2025

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

The meeting was called to order at 5:13 p.m. by president Butler. Minutes of the October 6, 2025, meeting were read by Butterworth. Kalkhoff moved, seconded by Brockshus, that the minutes be approved as read. Motion carried.

Public Comment & Correspondence:

- A note from a patron was read, thanking the library staff's helpful assistance.

Financial Report:

Total library revenue for September was $3,061.11 to the general fund, with total expenses of $45,414.97. Friends revenue was $1,641.56, with total expenses of $6.49. Action via email: motion by Butterworth, seconded by Christenson, to accept the financial reports. Motion carried.

Director's Report:

- Approximately 300 trick-or-treaters visited the library on October 25 for the Chamber's Candywalk.
- Major shifting in the children's area is almost completed. The wall will be prepared for painting the mural and a timeline established for completion and building public excitement.
- Re-launching of the 1,000 Books program is in progress. Supplies including totes, 100 book "milestone" buttons, and logbooks should be ready by early November.
- Two new staff computers and a circulation desk computer have been installed, as well as a new hard drive for the front desk computer.
- The Library's annual report has been submitted to the state.
- Reminder: the library will be closed on Veteran's Day, November 11.

Old Business:

- Motion was made by Early, seconded by Christenson, to rescind the Interlibrary Loan Policy, as the guidelines in that policy are part of the new Circulation Policy. Motion carried.
- Motion by Kalkhoff, seconded by Metz, to approve the Computer and Internet Use Policy. Motion carried.
- Motion by Butterworth, seconded by Early, to rescind the Equipment Use Policy. This policy is now a part of the Computer and Internet Use Policy. Motion carried.

New Business:

- The Annual Report was presented and reviewed.
- By consensus, it was agreed to have a design firm make a presentation at the December board meeting regarding their offerings for assessing facility needs. The board confirmed this presentation is not a commitment to any future plans or contracts with the firm.
- By consensus, it was agreed to share Library Board documents via Google Drive going forward.
- The annual evaluation for Amy was discussed. Details tabled until the December meeting.

Trustee Training:

- There was a 20-minute discussion of financial and budgeting procedures for the Library and the Friends, with reference to Chapter 5 of the Trustees' Handbook.
- A 1-hour board training, "Building a Culture of Learning for Library Boards," was presented by Bonnie McKewon at the All-Dickinson County library training held October 21 at the Milford Library.

The next regular meeting of the library board will be Monday, December 8, 2025, at 5:15 p.m. Agenda will include discussion of director's evaluation and a facility needs presentation.

Brockshus moved, seconded by Butterworth, that the meeting be adjourned. Motion carried. Meeting adjourned at 6:36 p.m.

Respectfully submitted,

Carolyn Butterworth, Secretary