

1. Bethany called the meeting to order at 7:06pm.
2. Present: Bethany Johnson, Nikki Weber, Sara Anderson, Leah Lundquist, Barb Rude and Lisa Anderson

3. Secretary's Report (Sara)

- Barb made a motion to approve the September 2023 meeting minutes, Leah second, all approved

4. Treasurer's Report (Nikki):

- Liability insurance has been paid
- Nikki not able to connect KSB with Quicken since update to KSB website; will work on this next week
- All expenses for the month are ones that have been budgeted
- All reports from treasurer will be filed as presented

4. Directors' Report

- Shelf has been created in the back of the library for those books that are "to-be-weeded" in the next 30 days
- shelf moved to the front of the library to highlight those books; Gayle is tracking which books are being put on the shelf and which ones are being "saved"
- Lisa will check into the possibility of the Library staying open longer on Saturday's during the winter months; will all depend on volunteer availability
- email has been sent to all volunteers about this possibility; start with book club Saturdays to see how it goes – open from 10am to noon (book club is 2nd Saturday 9am to 10am) then possibly add in the Storytime Saturdays (3rd Saturday from 10am to 10:30am)
- discussion to open at 3pm on weekdays during school year instead of 4pm, easier for right after school patrons
- Five boxes of books were donated to the Library; families daughter passed away in February and was an avid reader
- Holding on materials policy updates until further notice
- will need to review materials in the library; two websites to review materials against
- Drop in patrons in September; school had started and library usually see's this drop
- Saturday Storytime = 2 Preschool/5 grade school/3 adults; Monday Storytime = 15 preschool/7 adults
- Breakfast with a Book = 8 patrons

5. Subcommittee Reports

Communication Committee

- discussions about adding Instagram account for Library; connect that to the library FB account; library is now active on the new City of Kindred app
- discussions about increasing the social media posts to more than just monthly; make those posts more interactive for the patrons
- Logo & Brochure are being worked on; draft brochure with logo were presented; make some updates to brochure (remove Override, remove Viking head, add QR code and pictures)
- looking at having a magnet made with the business hours, address, QR code, etc.; would like to see a "library bag" made for patrons to purchase

5. Subcommittee Report - CONTINUED

External Communication Committee

- updated "What's Happening..." fall sheet; posted at Library and around town
- looking to put a stand/attachment to the side of the Little Free Libraries; 4x6 size info sheet then have brochures inside; possibly add QR code as well
- discussion on sending out patron emails in a "newsletter" style three times a year
- if "What's Happening..." flyer goes to outlining communities should we remove the City of Kindred logo; should flyer stay only in Kindred; more discussion to come on this
- looking to see if the Library could be a center of communication for the city; a communication hub for Kindred

Building Management Committee

- looking to see if a "landlord" will need to be hired to be the point person and finance person for the building; trustee's wanting to make sure the tenants have a singular person to go to with questions, concerns, etc.
- Trustee president will be the point contact at city council meetings, building status, tenant issues/concerns, etc.
- Lisa will meet with Jim regarding updates to building sale process, property taxes, city fees, etc.
- discussion on creating a "book" for when something needs to be done who needs to be contacted such as electrician, plumber, etc.
- Management policy will have a section that states "updates/changes \$5,000 and over will be presented to the City..."
 - ask Tabitha if we can look at the lease the city has with the park board for the pool; wondering if we could have a similar policy
- discussion on lockbox or keypad for building, update to include fire alarms in the building and other things to be at code
- committee will meet again before November meeting and will present more information

5. Old & New Business

- Old and New business will be pushed until November meeting

6. Agenda items to next meeting will include (but not limited to)

- Subcommittee reports if updates
- Regular Reports
- Old & New Business
- Trustee board member policy discussion

7. Next meeting will be on Monday, November 20th at 7pm at the Library (see above for address).

8. Leah made a motion to adjourn the meeting, Nikki second, all approved. The meeting adjourned at 8:32p.m.

Sara Anderson, Secretary

Kindred Library Board of Trustee