

1. Bethany called the meeting to order at 7:04pm.
2. Present: Bethany Johnson, Nikki Weber, Sara Anderson, Barb Rude and Lisa Anderson; Linda Otterson - guest

### **3. Secretary's Report (Sara)**

- Nikki made a motion to approve the October 2023 meeting minutes, Bethany second, all approved

### **4. Treasurer's Report (Nikki):**

- September's report has now been filed
- Nikki working on getting Quicken to update with KSB
- 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
- 7 books have been "rescued" in September and 6 "rescued" in October
- Library will be open the 2<sup>nd</sup> Saturday of the month from 10am to Noon; book club runs that morning from 9am to 10am
- discussion to open at 3:30pm on weekdays during school year instead of 4pm, easier for right after school patrons
- Discussion at Directors meeting about the history of the library; Barb Otis took some microfiche and slides that were found to the Fargo Public Library; will work on getting the information from those scanned in our system
- ND State Library has two grants available for us to apply for now
  - 1. Library Environment = furniture coverage, shelving, etc.; \$15,000 max
    - proposing a new couch and chairs for the lobby, possibly new desk chairs as well
  - 2. Security = proposing a new lock box, keypad system, etc.; can only be used on the library side of the building though, not the main building entrance
- Survey stakes are in, and the bill has come for the surveyor; will still need to be pinned and then have the official certificate sent to the city
- still need the abstract; Lisa meeting with Jim next Wednesday at 11am
- Tabitha and the city attorney are working on getting a special account set up for the library funds

### **5. Subcommittee Reports**

#### *Communication Committee*

- Updated Logo & Brochure were presented; Barb made a motion to approve logo #1, Nikki 2<sup>nd</sup>, all approved
- Nikki will start working on creating a QR code and Linda will start on the letter now the brochure and logo have been approved

#### *Building Management Committee*

- meeting notes from 10/30/23 subcommittee meeting handed out
- Tabitha was given a word document of the revised agreement; she will work with the city attorney to get a finalized copy for the library
- Tabitha also checking to see if we do or do not need to pay property taxes
- Renters will take care of the hallway and that restroom; no sub-leases to occur with renters
- Lisa will continue to work with Jim and the city on getting things finalized

## **6. Old & New Business**

### **- Old Business**

- Trustee board member guideline & procedure to volunteer are still being worked on
  - will include terms of service, jobs, meetings, etc.
  - Lisa and Linda will start with an outline for guideline; will have a draft by December meeting then will finalize by the January meeting
- Materials Selection Policy is updated & we are now in compliance with these updates
  - ND State Library had a meeting with the juvenile justice department to hear where all the libraries are with their changes and the processes taken
  - Sara made a motion to approve the updates, Bethanny 2<sup>nd</sup>, all approved
- Reconsideration Policy will now be updated by the directors; once they have reviewed and made updates it will be brought to the Trustees (hopefully by January meeting)

### **- New Business**

- ND State Aid to Libraries changed the way to consider the aid for libraries; we are eligible and will be receiving \$352.49

## **7. Agenda items to next meeting will include (but not limited to)**

- Regular Reports
- Old & New Business
- Trustee Board Member Guideline updates
- New Trustee's to add/vacant seats needing to be filled
- Sale of building and building management
- Tour of Homes updates
- Library stats

**8.** Next meeting will be on Monday, December 11th at 7pm at the library (see above for address).

**9.** Nikki made a motion to adjourn the meeting, Sara second, all approved. The meeting was adjourned at 8:23p.m.

Sara Anderson, Secretary

Kindred Library Board of Trustee