

330 Elm Street, Kindred, ND 58051

Board of Trustees - Meeting Minutes

Monday, February 12, 2024

1. Bethany called the meeting to order at 7:10pm.

2. **Present:** Bethany Johnson, Nikki Weber, Barb Rude, Leah Lundquist; Lisa Anderson and Linda Otterson, Directors; Marilee Althoff

3. Additions or Changes to the Agenda:

- Remove the Trustee Board Member Guidelines as they were approved at the December meeting.
- Change the Non-resident membership guideline with the Patron Membership Policy
- Add to Old/New Business: Library's property and liability insurance

4. Secretary's Report

- Joint Trustees and Friends Annual Budget Meeting Minutes from January 8, 2024:
 - Barb made a motion to accept the above meeting minutes, Leah second, all approved.
- Board of Trustees Meeting Minutes from January 8, 2024:
 - Bethany made a motion to approve the above meeting minutes, Barb second, all approved.

5. Reports:

- **Treasurer's Report** (Nikki): All reports presented by the Treasurer will be filed as presented.
- **Director's Report** (Lisa):
 - Statistics comparing year-end 2022 to year-end 2023 were sent by email to the Trustees. They showed an increase in patrons coming into the Library had increased from 2614 (2022) to 3359 (2023); items checked out increased from 5812 to 6932.
 - 2024 January's statistics showed an increase in patron visits and items checked out compared to the prior year.
 - This month Lisa will be completing the ND State Library Annual Report with our 2023 statistics.
 - Library hours on the second Saturday each month will be from 10:30am to 12:30pm to provide Breakfast with a Book enough time to complete their meeting on those days.
- **Friend's Report** (Linda):
 - Linda presented a report showing the Building campaign funds raised in excess of the \$50,000 as \$11,919.73.

6. Old/New Business

- Patron Membership policy (Linda):
 - Leah made a motion to accept the policy with one sentence revision, Nikki second, all approved.
 - Linda will prepare a final copy for Bethany's signature.
- Members of the Board of Trustees (Bethany):
 - Nikki made a motion to approve Carmen Lindquist and Marilee Althoff as members of the Board of Trustees, Barb second, all approved.
 - The Secretary position is still open and will be on next month's agenda.
- Building Update (Lisa):
 - 330 Elm Street building sale by KARR to the City of Kindred was completed February 9, 2024. The effective date of the management agreement between the City of Kindred and Kindred Public Library will be March 1, 2024. Lisa provided a list of the activities that need to be completed on behalf of the Library during the month of February.
 - Nikki made a motion to have Lisa serve as the building manager, Leah second, all approve.

- The building management committee recommends that the building management checking and savings account be at First Community Credit Union. Leah made a motion to implement this recommendation, Barb second, all approved.
- Lisa distributed an estimated 2024 budget for the building management based on information received from the previous owner and service providers. There may be a deficit between expenses and revenues. Three options were presented in case there was a financial deficit at the end of the year. The building management committee recommended option #1. Nikki made a motion to accept option #1, the Library operations funds will assist with any year-end deficit, for 2024, Marilee second, all approve.
- There will be an anticipated joint meeting of the Kindred City Council and Kindred Public Library Board of Trustees on Wednesday February 28, 2024 to review, approve and sign the building management agreement. A quorum of each group will be required. Lisa will notify the City that the Trustees are available to attend that meeting. A notice of the meeting will be sent out once it is finalized with the City.
- Lisa informed the Trustees that she and Josh Roberts, insurance agent, are reviewing and looking at options for the Library's property and liability insurance.

7. Comments, Announcements, Other Business

- Committee reports will be at the March meeting

8. Next meeting will be on Monday, March 11 at 7pm at the Library (see above for address)

9. Bethany made a motion **to adjourn the meeting**, Marilee second, all approved. The meeting was adjourned at 8:45p.m.

Bethany Johnson, President

Kindred Library Board of Trustees