

330 Elm Street, Kindred, ND 58051

**Board of Trustees - Meeting Minutes**

**Monday, October 15, 2024**

1. Bethany called the meeting to order at 7:00 pm.

2. **Present:** Bethany Johnson, Nikki Weber, Barb Rude, Marilee Althoff, Carmen Lindquist, Lisa Anderson, Linda Otterson

3. **Additions or Changes to the Agenda:**

No Changes or Additions

4. **Secretary's Report** (Nikki)

Barb made a motion to approve the September meeting minutes, Marilee second, all approved

5. **Reports:**

- **Treasurer's Report** (Nikki):
  - Current CD is due 10/28/24. The CD will not renew. Nikki will move funds to highest interest rate account.
  - File report as presented.
- **Director's Report (Lisa):**
  - Monthly Statistical Report presented
  - Gail continues to weed books
  - Storytime continues 3<sup>rd</sup> Saturday of the month and the following Monday
  - Directors working on procedure policies for volunteers and cleaning schedule for Community/Book Sale room.
- **Friend's Report (Lisa/Linda):**
  - Halloween Trick or Treat at Library from 5:00 pm to 7:00pm
  - Homecoming Tailgate funds were close to \$300.00
  - Tour of Homes is Sunday November 24<sup>th</sup>. Raffle Baskets available. Tour Tickets will go on sale soon. Six homes this year.
- **Building Report: (Lisa):**
  - Book Sale room has been rekeyed. New keys have been made.
  - New furnace works.

6. **Old/New Business**

- **Document Review:**
  - Unit #2 User Agreement – Pastor Jonas Bundy will sign the agreement. Nikki made a motion to approve the User Agreement document as presented, Bethany second, all approved.
  - Book Sale/Meeting Room Policy – Trustees discussed edits/changes. Nikki made a motion to approve the amended Room Policy, Barb second, all approved.
  - Volunteer Policy – Barb made a motion to approve the Volunteer Policy, Nikki second, all approved. Bethany will sign document.
- **Policy Documentation/Signature:**
  - Discussed Trustee signatures on documents versus draft copies labeled draft and final copies marked approved. Nikki made a motion that all policy documents will have a labeled draft copy and all approved policy documents will be stated approved including approval date, Marilee second, all approved.
- **Meeting Minutes Contents:**
  - Discussion on details included in meeting minutes for public record.
  - Use bullets for more organized minutes.

## **7. Comments, Announcements, Other Business**

- Next meeting Agenda Topics: We will encourage directors to attend trustee meetings.
- Committees will report at December meeting.

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

**9.** Barb made a motion **to adjourn the meeting**, Marilee second, all approved. The meeting was adjourned at 8:05 p.m.

Nikki Weber , Secretary, Kindred Library Board of Trustee