

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 3rd 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 24th. 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