

LCPL BOARD OF TRUSTEES MEETING MINUTES: October 17, 2025

Regular Meeting: Called to order at 8:04 am, by president Albers. In attendance were board members Jeannine Albers, Kathleen Marsh, Deb Markusen, Linda McKenna, Kathy Chandler (via phone), Sally Bowers, Michelle Gobert and director Katie Essermann. Absent: Joanne Roy.

Agenda: Motion to approve the agenda by Marsh, seconded by Markusen, all ayes motion carried.

Public Presentation and Comments:

- Essermann stated she included in the packet a Trustee Tale article that comes out monthly.
- A letter by building expansion committee member, Tom Thielke, was presented asking to formally disband the committee. Motion to disband BEC by Albers, seconded by McKenna. The board gives their praise and thanks to the building expansion committee for their extraordinary accomplishments. A formal letter and thank you will be sent to each BEC member from director Essermann.
- Margaret Brubaker of the Friends attended to speak of upcoming Friends events and to invite all board member to become a member of the Friends.

Minutes: Motion to approve the minutes of the September 19, 2025 Trustee Board meeting, was made by McKenna, seconded by Chandler, all ayes motion carried.

Treasurer's Report: Essermann presented the financial reports.

- Motion to approve September's financial report made by Bowers, seconded by McKenna, all ayes motion carried.
- Motion by Marsh, seconded by Gobert to pay October bills as discussed, all ayes motion carried.

Directors Report:

- Essermann attended in NFLS work day on 10/14 to work on bigger projects of the policy manual and staff handbook without interruption and with system library staff assistance.
- The library received the Innovation and Improvement grant for \$834.94 to purchase 6 new launchpads for the children's collection.
- Fall events are finalized and being promoted on our bulletin boards, website and Facebook.
- The library is partnering with Project Linus to provide homemade blankets to children (0-18) in the United States who are seriously ill, traumatized, or otherwise in need. Blanket tying event will take place Saturday October 18 at the library.

Committee Updates:

- **Friends of the Library:** Next Friends meeting Oct. 21 at 9:15am. Friends Bake Sale on Friday Nov. 21.

New Business:

- Discussion of how to appraise inventory, no action
- Parking lot: Motion to approve director to have new parking lot resealed ASAP and to receive an estimate on redoing the existing parking lot in Spring of 2026 made by McKenna, seconded by Chandler, all ayes motion carried.
- Trustee Bylaws: Director will look into questions brought forth by the board for Nov meeting.
- Discussion of purchasing a prepaid cellphone for the library, no action
- Discussion of hiring extra help for library, no action
- Essermann will have staff evaluations completed for November meeting.
- Snow removal discussion: Essermann will go out to bid for 25-26 Winter snow removal

Unfinished Business:

- Smoke detectors: the fire code doesn't require them in the library, but board members feel they are necessary. Director will provide quotes to the board at the next meeting on different detection systems.
- Discussion of intern's exit letters; ideas brought forth to add to the library intern handbook

Next Meeting: November 21, 2025 8:00 a.m.

Meeting adjourned at 10:15am by president Albers.

Respectfully Submitted, Katie Essermann