

Minutes

November 11, 2025

Meeting called to order at 5:05 p.m.

Roll Call:

Jim Carnes (Vice Chair), Ruth LaChapelle, Deanna Draze, Becky Simmons, Joe Power.

Others Present: Sharon Crotser, Director, and Jill Eyre

Approval of the October 14, 2025 board minutes: Trustee LaChapelle made a motion to approve the minutes from the October 2025 board meeting with a correction to the spelling of the Director's last name, Crotser.

No additions to the agenda.

OLD BUSINESS:

- The Building Maintenance Plan was reviewed and the Board voted unanimously to approve. Ruth moved, Deanna supported. Motion passed.
- The Bulletin Board Policy was discussed. The Director will post all the material appropriate to the stated standards. The Board voted unanimously to approve; Jim moved, Ruth supported; the motion passed.
- Facility Space usage plan was discussed and the Director was instructed to inquire of LDA as to the feasibility of moving the Children's Area into the History Room.

NEW BUSINESS:

- Director's report stated that circulation was up and that the Two Percent Grant has been approved, for History Room computer replacement. Also, programs including Community Ghost Stories and author's night with Sue Harrison were well attended.
- The monthly payables were approved with a motion by Ruth and seconded by Deanna. The motion passed unanimously.
- The Finance Committee Report proposed several changes to the final 2025 budget numbers. See the attached report.
- The 2026 Budget was approved for submission to City Council allowing for an increase in the cost of health insurance to cover higher rates for the upcoming year. Jim made the motion; supported by Ruth.
- Amendments to the 2025 Budget were approved, motion made by Jim, supported by Ruth, as follows:

EXPENSE

271-790-721.000 MESC add \$620

271-790-920 Utilities Electric add \$1,800

271-790-899 Advertising & Marketing add \$2,873

Transfers, MERS Retiree ad \$976

From the following:

271-790-864 Conferences & Workshops subtract \$620

271-790-716 Health Fringe subtract \$1,800

271-790-716 Health Fringe subtract \$2,873

271-790-776 Building Maintenance Supplies subtract \$976

HOURS:

Monday 10-5
Tuesday 10-5

Wednesday 10-7
Thursday 10-5

Friday 10-5
Saturday 10-3

For the 2026 budget:

Move Accounting & Auditing: \$1,000 to Transfers, per City Clerk.

- The 2025 Director Evaluation form will be emailed to board members to be completed and reviewed at the December meeting.
- Community Survey results were discussed. Overwhelmingly positive remarks though some responses revealed an interest in longer hours and more programs.

A motion to adjourn was made by Ruth LaChapelle and seconded by Becky Simmons. The motion passed.

Respectfully submitted by Joe Power.