

HAZELTINE PUBLIC LIBRARY

BOARD MEETING JANUARY 28, 2025 - 5:00pm AGENDA and MINUTES

AGENDA ITEMS

Present/Absent

Call to order/Attendance

Call to order 5:02pm

Katie Smith-Library Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Butler-President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christne Frankson-Vice Pres	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judy Haller - Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deb Siggins -Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Parkinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nikole Knobloch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review and Approve meeting minutes from last meeting (12/17/2024)

MTA - NK MS - JP A/F - Approved

Change Personal to Paid on PTO

Correspondence/Public Expression

None to report

Treasurer's Report

MTA – DS MS – NK A/F – Approved

Director's Report (December 2024/January 2025)

Buildings and Grounds

-Quote for new main entrance door will be honored; D&S measured for the new door

Panic buttons have been installed. Silent alarm to Police Station covers from the Community Building to the street.

-Discussed future doorbell being installed when the door is replaced.

-Deposit paid to Colecraft for moveable shelves. No ship date yet. Probably will be April/May.

-Gift cards delivered for snowplowing. Sealing bill paid for work completed in October.

Handicapped markings will be added in spring.

Community and Public

- Zonta display “Against Violence” up in early December.
- Library remains a COI youth Safe House although has yet to be utilized as one.
- John Henry Eldred Foundation Books-funds need spent by 11/25 Home schoolers offering suggestions for replacements
- Planning for April Authors starting soon. Katie will be gone the first two Mondays in April so Deb will host these dates.
- Email sent to local school district regarding interest in displaying student artwork on library wall.

Library Updates

- Updated trustee list provided to CCLS. Judy Haller oath has been.
- Potential board meeting conflict in May
- CCLS is introducing fine free again – The board decided to plan for two months that will be fine free in 2025. May and October were moved to be fine free months:
MTA – KB MS – JH A/F – Approved
- Annual report training scheduled for 1/22/2025, Annual report due on 2/14/2025. No problems anticipated.

Fiscal

- 2025 budget shared with President and Vice President. Discussions ongoing.
- MM account at Northwest Savings reclassified as business account to accrue some interest. We will go back to the bank for more information.
- 259 request sent to SWCS district to be discussed at 21st meeting.
- The Board agreed that new board president Kim Butler and treasurer Judy Haller will be added to all HPL accounts with Northwest and former board president Nicole Knobloch will be removed. This is to include checking, money market and CD’s.
MTA – DS MS – JP A/F – Approved

Personnel

- Library Director vacation March 31-April 15 and June 23-30. Hours will be covered by library employee.
- Library employee plans on time off end of May and early June. Library Director will cover hours.
- No movement by CCLS regarding substitute librarian assistant

Old Business

- Discussions regarding 2025 Budget ongoing
- Current President will have name placed on library accounts
- Continue discussion regarding possible Ring unit.

New Business

- Administer oath of office to Judy Haller for the position of Treasurer
- Discussion of requested vacation time by Library Director and library employee. Coverage of duties to be discussed.
- Possible changes to meeting schedule May 2025
- Fine free proposal by CCLS
- Locking of door and using buzzer during certain times of the day
- Lakewood Library has reached out to discuss asking for another 259 increase.

Adjourn 6:20 pm MTA – CF MS – NK A/F – Approved

Next meeting scheduled for: Date: February 25, 2025 Time: 5:00 pm

Respectfully submitted by: Deborah L Siggins