

SHELLSBURG PUBLIC LIBRARY
NOTICE IS HEREBY GIVEN THERE WILL BE A MEETING OF THE BOARD OF
TRUSTEES ON

October 27, 2025 @ 6:00 PM

Training 5:30PM- Attendees: Martha T, Kelsey R, Gini C, Marge M, Audrey S, Ed S

Absent- Tina K, Angela D

Meeting Attendees: Martha T, Kelsey R, Gini C, Marge M, Audrey S, Ed S

Absent- Tina K, Angela D

- Call to Order: 5:57pm by Kelsey
- Agenda approval: Audrey 1st, Gini 2nd, all approve
- Minutes approval: Gini 1st, Martha 2nd, all approve
- Bills: Gini 1st, Ed 2nd, all approve
- Public forum: N/A
- Correspondence: Won Prize pack from Level Up Summer Reading program, Gerry Reese donated Diamond Dot picture to frame
- Library Director's report: Attached
- Committee reports:
 - Building Committee: Tina, Ed, Angela
 - Rental Agreement – 66 Max Event Space Occupancy – Have committee meet to discuss profit vs non-profit charging (Ed, Martha, Kelsey)
 - City Work Order System – Carl sent email – implemented new work order system
 - Technology Committee: Tina, Kelsey, Audrey
 - Laptop Computer – Premier Tech quotes, should have about \$1,300 in our funds – approval on buying HP ProBook \$475 -Gini 1st, Ed 2nd, all approve
 - Fundraising Committee: Ed, Tina, Angela, Gini
 - Thiesens Grant Submitted – still waiting to hear back
 - AED Update – approval to get AED – Grace will come to do training on November 24th – next Board meeting
 - Policy Committee: Kelsey, Ed, Gini
 - Personnel Committee: Kelsey, Martha, Audrey
 - Meeting with Committee and staff – November 18 at 6pm
 - New Trustee Pamphlet
 - Link for meeting minutes on Website – Audrey to add these, add history to website
- **Old Business**
 - Library Board Positions -1 city positions open
 - Accreditation and Strategic plan – Due February 2026

New Business

- Director updates
 - Update - Monthly Library Programs -20 attendees for craft (\$10/person), painting craft about 7-10 attendees
 - Updates - Future Library Programs – Gourd ornament craft for December, STEM, November craft planning, Library Lights and Trees?
 - Halloween Party – Plenty of candy donated. Movie 1-2:30pm, will have games and trick or treating later
 - Holiday Gift Wrapping – Gini – SACG gift wrapping and donating proceeds to Library? Same day drop off, pick up? Liability? SACG providing supplies, wrapping paper. Drop off 2-4pm, pick up by 5pm same day? Throughout the week or Saturdays?
 - 2026 Summer Library Program – “Plant a Seed, Read” Would like to revamp program
 - Benton County Public Health Dept – Stop the Bleed Kits donated – November 6
 - Annual Survey Due Oct 31
 - Director Certification – Marge Bronze Certified!
 - Enrich Iowa – Checks will be automatically deposited in the future
 - Days proposed closed in November

- November 11 (Veteran's Day), November, 27, 28, 29 (Thanksgiving, day after Thanksgiving, Saturday) – all approve

Meeting Adjourned – Gini moved to adjourn 7:24 – all approved

Next month's Board meeting is scheduled for November 24th at 6:00 p.m.

(board members meet at 5:30 for workshops)

Submitted by Audrey Speckner, Secretary