Spirit Lake Library Board Meeting

June 8, 2026

Present at the meeting: Roger Brockshus, Christa Butler, Carolyn Butterworth, Frank Christenson, Matt Early, Heather Kalkhoff, Rachel Maly, and Tanner Metz.

The meeting was called to order at 4:58 p.m. by president Butler. Minutes of the May 18, 2026, meeting were read by Butterworth. Kalkhoff moved, seconded by Metz, that the minutes be approved as read. Motion carried.

Public Comment & Correspondence: None

Financial Report:

Total library revenue for May 2026 was $527.15, with expenses of $35,308.06. Friends' revenue for May 2026 was $4,298.99, with expenses of $1,571.59. Motion by Early, seconded by Metz, to approve the reports. Motion carried.

Director's Report:

- The library is the recipient of a portion of the Norma Jean Warner Grant in the amount of $941.69. Upon her passing in 2023, the funds of Ms. Warner were bequeathed to libraries and senior centers across Iowa. The Friends will discuss how the money will be spent, and the grant will be acknowledged by naming Norma Jean Warner on the item or service as appropriate.
- Summer Reading events are going well. The kick-off to the program was a movie at the Milford Theatre. One hundred thirty pounds of food was donated to Upper Des Moines in the form of canned goods brought by participants. Also, the Bubbles Show on June 6 was attended by over 200.
- Rachel will be investigating and seeking bids for replacing the patio stairs and converting the ramp at the back of the library.

Old Business:

- Part-time staff wages were discussed further. Motion by Metz, seconded by Brockshus to conditionally approve a market wage adjustment for our staff, increasing the starting hourly wage from $12.42 to $16.00, conditional on the city covering the payment increase without making any other line-item adjustments to the library's budget for the 2026-27 fiscal year. Motion carried 6 to 1.
- Motion by Butterworth, seconded by Kalkhoff, to approve the second reading of the Circulation Policy, including changes made at the first reading. Motion carried.
- Motion by Christenson, seconded by Metz, to approve the second reading of the Computer & Internet Use Policy, including changes made at the first reading. Motion carried.

New Business:

- Motion by Christenson, seconded by Metz, to elect Carolyn Butterworth by unanimous consent to a six-year term on the Spirit Lake Public Library board. Motion carried.
- Motion by Brockshus, seconded by Early, to close the library Thursday, August 6, from 9 a.m. – 12 p.m. for staff safety training. Motion carried.

The next regular meeting of the library board will be Monday, July 13, 2026, at 5:00 p.m.

Christenson moved, seconded by Kahlkoff, that the meeting be adjourned. Motion carried. Meeting adjourned at 5:37 p.m.

Respectfully submitted,

Carolyn Butterworth, Secretary