

Spirit Lake Library Board Meeting
March 9, 2026

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

The meeting was called to order at 4:58 p.m. by president Butler. Minutes of the February 9, 2026, meeting were read by Butterworth. Metz moved, seconded by Kalkhoff, that the minutes be approved as read. Motion carried.

Public Comment & Correspondance :

- Breanna Cother was recognized as a guest.

Financial Report:

Total library revenue for February 2026 was \$462.30, with expenses of \$29,694.09. Friends revenue for February 2026 was \$10,495.97, with expenses of \$1,466.53. Motion by Butterworth, seconded by Early, to approve the reports. Motion carried. Maly noted that the library budget is on target, with 66.5% expended in the first 8 months of the fiscal year.

Director's Report:

- The library staff has given the director a warm welcome and has been helpful in the leadership transition.
- Hoopla spending has been increased by \$100 per month, which will be covered by the Friends, using Carnegie funds. This has alleviated the previous unmet demand for materials. Use will be monitored in upcoming months, with a possible additional increase, capping at \$750 per month.
- Maryann Mori (Northwest District Consultant) visited the library, providing Rachel with an overview of state services.
- An article in the March 6 edition of the Dickinson County News (pp2) featured Rachel.
- A new part-time staff member was hired beginning March 4. She will work 20 – 28 hours per week.
- Work was done with Amanda at the State Library to bring our library's website up to date. The new URL is <https://www.spiritleake.lib.ia.us/>.
- Rachel is pursuing a new credit card for the library to replace the currently used card which no longer serves our library's needs.
- A quote from Waste Management for recycling services was received.
- A new piece of furniture to place in front of the mural was ordered by the Friends.

Old Business:

- The issue with the public copier and coin machine is still being investigated, and Rachel is seeking quotes for getting the self-serve printer station functioning.

New Business:

- Motion by Metz, seconded by Kalkhoff, that the library be open on Good Friday (April 3) and closed on Saturday (April 4). Motion carried.
- A job description for the fulltime position of Programming Librarian/Assistant Director was reviewed and approved by consensus.
- A proposal concerning parttime staff wages was discussed. This was tabled until a future meeting after more information is presented.
- Possibilities for Trustee training were discussed, to be decided at a future meeting.
- A list of requirements for library accreditation was presented, with a due date of February, 2027. Various areas needing updates will be addressed by the board during the coming year.

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

Brockshus moved, seconded by Metz, that the meeting be adjourned. Motion carried. Meeting adjourned at 5:47 p.m.

Respectfully submitted,
Carolyn Butterworth, Secretary