



Library Board of Trustees Meeting  
Tuesday, November 18, 2025, 6:30 p.m.

**Minutes**

The Library Board of Trustees convened at 6:31 p.m. on November 18, 2025. President Kira Stevens called the meeting to order.

**Roll Call**

Attendee	Title	Status
Kira Stevens	President	Present
Tami Koch	Vice President	Present
Lisa Shaffer	Secretary	Present
Amy Roehrig	Treasurer	Absent
Kathleen Clesson	Trustee	Absent
Wendy Hadden	Trustee	Present
Anne Pickett	Trustee	Present

Staff present: Lori Urban, Director

**Correspondence, Communications, and Public Comments**

None

**Secretary's Report**

Trustee T. Koch made a motion, seconded by Trustee A. Pickett. to approve the minutes of the previous board meeting as presented. Motion carried (5-0).

There were no closed session minutes from the past 6 months.

**Treasurer's Report**

Trustee K. Stevens made a motion, seconded by Trustee L. Shaffer to approve all account balances, payables, and transactions as presented. Motion carried (5-0).

Trustee T. Koch made a motion, seconded by Trustee W. Hadden to approve all transfers as presented. Motion carried (5-0).

**President's Report**

None

### **Reports by Trustees**

Trustee L. Shaffer stated that the Little Free Library out at Centennial Park has been closed for the winter.

### **Director's Report**

Director L. Urban has hired a new library clerk to help alleviate periodic staffing issues. RAILS has announced that the digital collection will be moved to a new app, Palace Project due to the closure of Baker & Taylor. 25 new black chairs were ordered from Home Depot to replace the old ones. All old chairs were offered to community members and have all been picked up. JKE has installed most of the new water fountain and will finish installation soon. Anderson Electric ran the electricity to the new water fountain but had to cut a hole in the drywall that will need repaired and the area repainted. The library will once again be hosting the Angel Tree and the Gingerbread House contest for local community organizations. Director L. Urban will be reviewing the new Per Capita standards and completing the grant application by January 30, 2026.

### **Unfinished Business**

Trustee L. Shaffer made a motion, seconded by Trustee T. Koch, to accept the updates to Succession Plan regarding updated contact information and bank account numbers. Motion carried (5-0).

Trustee W. Hadden made a motion, seconded to Trustee A. Pickett, to approve updates to the language of the Social Media Policy. Motion carried (5-0)

Capital Asset Plan discussions are continuing throughout the year. The Director and Trustees will work on prioritizing all items on the Capital Asset Plan. Director L. Urban will create a spreadsheet to help with this for the January 2026 meeting.

### **New Business**

None

### **Adjournment**

President Kira Stevens adjourned the meeting at 7:04 p.m.

Next meeting will be on Tuesday, January 13, 2026, at 6:30 p.m.

