



Library Board of Trustees Meeting  
Tuesday, January 13, 2026 6:30 p.m.

### Minutes

The Library Board of Trustees convened at 6:30 p.m. on January 13, 2026.  
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	Present
Wendy Hadden	Trustee	Present
Anne Pickett	Trustee	Present

Staff present: Lori Urban, Director

#### Correspondence, Communications, and Public Comments

The board received 2 thank you notes from Library staff thanking us for the Christmas gifts.

#### Secretary's Report

Trustee A. Pickett made a motion, seconded by Trustee K. Clesson to approve the minutes of the previous board meeting as presented. Motion carried (6-0).

#### Treasurer's Report

Trustee W. Hadden made a motion, seconded by Trustee L. Shaffer to approve all account balances, payables, and transactions as presented for November 2025. Motion carried (6-0).

Trustee K. Clesson made a motion, seconded by Trustee K. Stevens to approve all transfers as presented for November 2025. Motion carried (6-0).

Trustee T. Koch made a motion, seconded by Trustee A. Pickett to approve all account balances, payables, and transactions as presented for December 2025. Motion carried (6-0).

Trustee L. Shaffer made a motion, seconded by Trustee T. Koch to approve all transfers as presented for December 2025. Motion carried (6-0).

## **President's Report**

None

## **Reports by Trustees**

None

## **Director's Report**

Director L. Urban reported that the Annual Library Certification has been completed. RSA had firewall issues in December that caused our software to crash several times. The problem is fixed for now and RSA is looking into ways to protect the system better in the future. Summer Reading plans are underway for May-June with a theme of Unearth A Story. The new water fountain is now fully installed. The gutters were cleaned and some drywall repair and painting touch-ups have been completed. An emergency light and some old outlets and light switches in the main area of the library have also been replaced. Director L. Urban requested the purchase of two tablet armchairs for the new charging area and at the back of the library. The board directed the Director to purchase the chairs out of the furnishings budget when she is ready. The sink in Director L. Urban's office is leaking. It has not been repaired as we are considering removing it and making a larger workspace. Per Capita standards have been reviewed over the past year; the grant application has been completed and is ready to be submitted.

## **Unfinished Business**

Capital Asset Plan discussions are continuing. The Director and Trustees reviewed a spreadsheet with projects and a timeline for items that will be needed in the upcoming years. The board has decided to proceed with adding electrical outlets in an area for patrons use, replace doorknobs as needed to be ADA compliant and to add some comfortable seating for now.

## **New Business**

Anderson Electric provided a quote to add 2 new receptacles on a dedicated circuit for patrons to use for charging phones/laptops. Motion was made by Trustee T. Koch and seconded by Trustee A. Pickett to approve the work to be completed as time permits. Motion carried (6-0).

Director L. Urban discussed the need to hire Weblinx to help us redesign our website to make it ADA compliant by April 2027. This will cost \$10,125 and will take 20 weeks to complete. It will be split into 4 payments with the first two payments being covered with gift money we received the past three years. Trustee L. Shaffer made a motion, seconded by Trustee K. Stevens to proceed with hiring Weblinx to begin this process. Motion carried (6-0).

## **Adjournment**

President Kira Stevens adjourned the meeting at 7:59 p.m.

Next meeting will be on Tuesday, February 10, 2026, at 6:30 p.m.