Meeting Minutes
August 25, 2026

The Early Public Library Board of Trustees held a regular meeting on August 25, 2026, at the Early Public Library. The meeting was called to order by Vice President Sue Loggins at 5:10PM, in the absence of President Julie Carlson. Present were board members Sue Loggins, Julie Wadsley, and Kathy Robley. Also present were Library Director Kristine Luy and City Clerk Julia Drost.

There was a motion by Robley to approve the agenda; seconded by Wadsley. Motion carried unanimously.

There was a motion by Wadsley to approve the minutes; seconded by Robley. Motion carried unanimously.

The Board reviewed a current budget report with the City Clerk, as well as the final budget report from FY26.

Board member Becki Petersen entered the meeting. City Clerk Drost left the meeting.

There was a motion by Petersen to approve the bills; seconded by Wadsley. Motion carried unanimously.

The City Council passed Resolution 27-04, changing the definition of a full-time employee to a minimum of 35 hours per week. This change will result in a reduction to the Library's FY28 budget, as the Library Director will be classified as a part-time employee and no longer be eligible for employee benefits.

The Board reviewed and edited a draft of the Library's annual report to the Council. The Board will finalize the report at the next regular meeting and present it to the Council at their October meeting.

The Board reviewed and approved the following updates to the Library Policy Handbook.

- Replaced old fax number with new fax number
- Book Drop: added chrome books as an item that cannot be returned in the dropbox
- Fees: changed colored copying and printing to $0.50/page, all faxing to $1.00/page, and copying and printing on cardstock to $1.00/page
- Removed hot spot borrowing policy and lending agreement as they were removed from circulation
- Added chrome book borrowing policy and lending agreement

Robley made a motion to approve all listed changes to the Library Policy Handbook; seconded by Wadsley. Motion carried unanimously.

All furniture for the private telehealth space has arrived and been assembled. The Library has not received the Telehealth Tablet yet.

All Board members received 0.25 hours of education from the training video Boardroom Essentials: Board Member Expectations.

Luy gave the Library Director's report, which included information on library usage, events, and new materials. The Library Director applied for a $2500 grant from Pizza Hut to support purchasing literacy STEM materials. The Director also applied for $2500 from the Renze grant to support purchasing supplies and equipment to serve patrons with sensory needs.

The Library recently purchased a new DVD display rack, but it does not hold the Library's full DVD collection. Robley made a motion to purchase a second DVD rack; seconded by Petersen. Motion carried unanimously.

The Library received an invite to participate in a new Family Connections program, by serving as a pop-up shop for the Swaddling Clothes program, which provides free diapers, wipes, clothing, and other child essentials. All Board members agreed the program would be beneficial for our community and supported the Library's participation.

A motion to adjourn was made by Robley; seconded by Wadsley. Motion carried unanimously. The meeting adjourned at 6:38PM.

Submitted by Board Secretary, Becki Petersen