

Meeting Minutes

July 28, 2026

The Early Public Library Board of Trustees held a regular meeting on July 28, 2026, at the Early Public Library. The meeting was called to order by Vice President Sue Loggins at 5:03PM, in the absence of President Julie Carlson. Present were board members Sue Loggins, Julie Wadsley, and Becki Petersen. Also present were Library Director Kristine Luy and City Council Member Christine Madden.

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

Board members Julie Carlson and Kathy Robley entered the meeting.

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

The Board reviewed a current financial report from the City Clerk. The City passed Resolution No 27-02 authorizing the transfer of \$23,000 from the Public Library Fund to the Employee Benefit Fund. There was a motion by Robley to approve the bills; seconded by Loggins. Motion carried unanimously.

At the Board's May meeting, a motion passed to deposit the DECAT mini grant check into the Public Library Investment account. The Board later learned that the grant funds were included with the Library's remaining FY26 funds, which were returned to the City's General Fund. The City Clerk advised that the funds would remain in the General Fund rather than be transferred to the Public Library Investment Account. No further action was taken.

The Board continues to discuss the Library's FY28 budget. The Board has asked the City to revise its personnel policy so that full-time status begins above 30 hours per week. The Board is waiting for the City to confirm when this change is complete. Once revised, the Board will update the Library Director's personnel policy accordingly, including changes related to health benefits and holidays.

The Library's next quarterly report to the City Council will be presented in October and will cover Library activity from July, August, and September. Beginning in August, the Board will present its monthly meeting minutes at City Council meetings.

The Launchpad Quest learning computer has arrived and was installed in the children's room. This purchase was made possible in part through funding from a Rob See Co grant.

The Board agreed to participate in Early's Light up the Town event by doing a movie, hot cocoa bar, and cookie walk.

Madden left the meeting.

All Board members received 0.25 hours of education from the training video Boardroom Essentials: Running a Board Meeting.

Luy gave the Library Director's report, which included information on library usage, events, and new materials. She also reported that the Crossroads Days fundraiser was successful.

The Marion County Public Health Department chose our Library as the designated Sac County location for a Telehealth Tablet. As the sole access site in the county, the Library will provide community members across all of Sac County with a private and accessible setting for attending virtual medical appointments. Robley made a motion to purchase a privacy panel from Demco and desk from Amazon to create a private space for telehealth visits. Wadsley seconded the motion. Motion carried unanimously.

Iowa HF 2490 made updates to public meetings and records laws that took effect July 1, 2026. Public meeting notices must now be posted on the primary website or other primary internet presences maintained by the government body, as well as in a prominent and conspicuous location where they are visible at all times. To comply with these requirements, the Board agreed to continue posting notices on the front door of the municipal building and to begin posting them on the Library's website and Facebook page.

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

- Removed the Hotspot Policy and Hotspot Lending Agreement because the hotspots were not operational
- Corrected a grammatical error in the mission statement
- Added the new HF 2490 meeting notice requirements to the Meetings section of the By-Laws
- Updated the hours of operation
- Removed cake pans and hotspots from the Circulation Policy

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

The Library's annual report will be presented to the City Council in October. Petersen will prepare a draft for the Board to review at its next meeting.

A motion to adjourn was made by Petersen; seconded by Loggins. Motion carried unanimously. The meeting adjourned at 7:21PM.

Submitted by Board Secretary, Becki Petersen