

Casselton Public Library Board of Directors

Secretary Minutes

Thursday, December 4, 2025

The meeting was called 6:31pm on Thursday, December 4, 2025, at the Casselton Public Library.

Members present included: Sabrina Roy, Jadene Weber, Wanda Wilcox, Kari Lyter, & Sheila Krueger (Director)

No additional items were added to the agenda nor was any public comment made.

Approval of Secretary Minutes from previous meeting: Will be reviewed in next meeting.

OPEN ISSUES:

- Library Future Plans: Stacey Link, Jessica Nelson, Karen Kost along with Brandy Pyle came to discuss the library plans and possible the Woell Mansion. Group reached out to Brandy to see if state assistance to bring up to code. Board did agree to do a walkthrough to see the space. Board and Sheila talked about discussions we have had before on building plans and issues we had in past. Talked about Library needs. Sheila did state not much larger than currently space we have with just the bottom floors. Talked about grants and what is available. The group of guests was going to reach out to the FM Group to see what is out there for grants.
- Monthly Budget Sheets: Reviewed and approved.
- 2026 Approved Budget: Reviewed
- Part-Time Employee Update: Becky Dunker, hired and being trained as tasks come up
- Employee Insurance and Retirement: Open enrollment closed, Sheila took health, dental, vision and will start retirement fund also.
- Casselton Endowment Fund Grant: Received \$5,000 grant for the summer reading program which will be 'Unearth a Story.'
- Lefse Fundraiser Update: Went well. 140 packages sold for a total of \$2,100 with funds raised of \$830.20.
- Jingle and Mingle Update: Wanda and Becky worked, 11 groups did treats, 127 people came through, 104 voted, and \$350 was raised on trees.

NEW BUSINESS:

- Personnel Handbook: Sheila K, at the city, contacted Wanda on 10/20 to compare the city holiday days compared to how many the library has. Said contacted city attorney and we should adopt the city policy. Online discussions show different libraries do different things but most follow the city which tend to have between 10-13 days. Board decided we need to see the conversation between city and attorney before decisions are made at a future time. Motioned by Kari, Jadene 2nd, all approved.
- Bank Signature Card: Sabrina motioned to have the president serve as the second person able to sign checks for our general fund if needs arise. Jadene seconded, and all approved.

- Library By-Laws: We need printed out formal version of the bylaws. Shelia is going to get into different articles and propose them in the February 2026 meeting.
- 2025 Mileage Request: Sheila had 1722 miles at \$0.70 a mile for a total of \$1,205.40. Board approved and President signed to get submitted.
- Sign Contract for 2026: Board signed and approved contracts for Sheila and part time employees

ANNOUNCEMENTS:

- Winter Program Events: Holiday Gift Wrapping December 6th, 9th, 18th, Holiday Cookie and Book Exchange December 16th, Hot Chocolate Bar Open House December 15th, Santa Storytime December 23rd.
- Winter Holiday Closings/Year End Vacation Days: December 24-26 for Christmas, December 31-January 1st for New Years. Sheila will also take December 8th to 12th off and 30th.
- Medical Procedures: Some will be upcoming for Sheila in January. Will be working with part time employee and volunteers for coverage.

NEXT BOARD OF DIRECTORS MEETING:

February 10th, 2026, at 6:30 pm

Adjourned around 8:30pmish