

Casselton Public Library Board of Directors

Secretary Minutes

Tuesday, February 10, 2026

The meeting was called to order at 6:30pm on Tuesday, February 10, 2026, at the Casselton Public Library.

Members present included: Sabrina Roy, Jadene Weber, Wanda Wilcox, Kari Lyter, Sheila Christianson, Sheila Krueger (Director), Blaine Nichols (City Council Liaison)

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

Approval of Secretary Minutes from previous meeting Sabrina motioned, Kari seconded, all approved.

OPEN ISSUES:

- Monthly Budget Sheets for Year-End 2025: Jadene motioned, Sabrina seconded, all approved
- Monthly Budget Sheets for 2026 – Auditor Klevgard – financial opportunities with excess funds: Proposed CD or Savings account looking at maybe \$50,000 in excess. Board agreed to short term CD loan for six to nine months for best rate from the general fund. Sabrina motioned, Jaden seconded, all approved.
- Library Future Plans Update: Wanda presented. January special meeting tabled until found out how land will be used for Car Doctor location. City Sheila stated property board met last night and she asked them to get all details on where the city truly sees who goes where. For Car Doctors the properties in question are on both north and south side of Front Street with South side maybe being parking lot.
- Casselton Public Library Employment Manual updates: Sheila C motioned, Jadene seconded, all approved.
- Casselton Public Library Board of Directors By-Laws: Jadene motioned, Sheila C seconded, all approved.
- Used Book Sale Update: 39 adults, 25 kids, 35 bags with total being \$250 including extra donated

NEW BUSINESS:

- Director's Hours – Exempt Salaried Position: Official definition states no need to track hours but total at 2,080 hours per year. Sheila K from city has questioned Director Sheila's hours multiple time but it is up to the board. Library Sheila did research on federal laws. Blaine agreed to go back to council with our concerns about what could be considered harassment.
- Yearly Meeting Adjustment: Director Sheila proposed adjustment to yearly meetings to get in full eight meetings per year. Board agreed to adopt January, February, April, May, July, August, October, and November of each year going forward. With this not being adopted until February 2026 board will add in June for 2026.

- Better World Book Agreement: Library signed a no cost agreement for used books we do not need. Library can send them to company at no cost and then when they are sold the library would obtain 25% of those sales.
- Spring Book Signing: Looking to have Pete Silbernagel signing in April who is past resident of Casselton. May also look into getting Jack Dalrymple.
- Grant Opportunities: Dollar General Literacy Foundation – Looking into how to use grant funds to expand into unique themes and ideas for the summer reading program. Application has been submitted and we will know the results by May 8, 2026. Paper Pie Literacy Match (previously known as Usbourne Books) – Donor has given \$500 and the company match up to 50% so \$750 will be coming in spring. Will be in by May circulation.

ANNOUNCEMENTS:

- February/March Programming Events: Love your Library Month in February, Preschool Story time every Friday, National Library Lover's Day on 2/13 with cookies and coffee, closed on 2/16 for President's Day, Last Monday of the Month Book Club on 2/27 and 3/30, Puzzle and Pizza Event 2/27, Sloppy Joe Slider Battle 3/23, All Ages Coloring Contest 3/1-3/30 with judging on 3/31.
- Board took a photo for National Library Lovers Month

NEXT BOARD OF DIRECTORS MEETING:

Tuesday, April 14, 2026, at 6:30 pm

Adjourned around 7:56pm by Wanda