

Casselton Public Library Board of Directors

Secretary Minutes

Thursday, July 17, 2025

The meeting was called 10:02 am on Thursday, July 17, at the Casselton Public Library.

Members present included: Jadene Weber, Wanda Wilcox, Kari Lyter, and Sheila Krueger (Director)...Sabrina Roy and Sheila Christianson stopped in earlier to sign evaluation and approve budget request sheet for 2026.

No additional items were added to the agenda.

OPEN ISSUES:

- Board of Director positions are filled for the term of July 2025-June 2028 by Jadene Weber and Kari Lyter.
- Summerfest Personal Pie Bingo will be held on Friday, July 25 from 2-4pm. Volunteer requests are on Signup Genius for help with set up, assistance, and take down from 1:30-4:30pm. Promotional flyers were handed out with request to be put them up around town.

NEW BUSINESS:

- A new slate of officers were appointed for July 2025-June 2026. President – Wanda Wilcox, Vice President – Jadene Weber, Secretary – Sabrina Roy, and Treasure – Kari Lyter.
- Employee evaluations were shared with the Board of Directors. An Outstanding rating was given to Sheila as Director of the Library. All felt that Sheila gives her heart and soul into her position at the library. This will also be Marilyn's last evaluation as she has terminated her employment as of June 9, 2025.
- The proposed budget request for 2026 was presented with changes only to the General Property Tax request amount and a 5% increase in salary for the Director (which also increases the Payroll Tax Expense). A decrease in the Miscellaneous Income revenue was also noted. Discussion was held regarding retirement benefits through the City of Casselton for the Library Director. Adjustments were made to include that amount into the salary and budget was approved. NOTE: after the meeting Wanda made contact with City Auditor Sheila Klevgard who stated that both retirement and health care options were available and could be added as a new line item onto the Budget Request Sheet for 2026. Approval of this change was made via email on 1/17/2026.

ANNOUNCEMENTS:

- We have two youth employees working at the library helping for the remainder of Summer. The position will be advertised with hopes of filling the position by mid-August. We have the funds available to hire 1 full-time or 2 half-time employees.

NEXT BOARD OF DIRECTORS MEETING: Tuesday, August 12, 2025, at 6:30 pm

Adjourned 10:58 am