

Casselton Public Library Board of Directors

Secretary Minutes

Tuesday, October 14, 2025

The meeting was called 6:32pm on Tuesday, October 14, 2025, at the Casselton Public Library.

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

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

Approval of Secretary Minutes from previous meeting: Sheila C approved; Jadene seconded.

OPEN ISSUES:

- Distribute Public Comment and Corrected Contact Sheet: These were distributed and went into master policy booklets.
- Monthly Budget Sheets: Sabrina approved; Kari seconded.
- 2026 Approved Budget: Wanda attended all related meetings, Jadene and Kari were also able to attend some. \$111k was approved after a misunderstanding that was later changed back.
- Part-Time Employee Update: Had one applicant, has not been interviewed at time of meeting. If does not work might need to edit wages to see if more apply or possible hire several part time people.

NEW BUSINESS:

- Eagle Scout Project: Ian Kruse wants to help with library. Possible new drop box.
- Community Endowment Fund: Open and will submit request to help with the summer reading program.
- Lefsa Fundraiser: Annual lefsa fundraiser to start right away and end on November 3rd with pickup on November 13th. Offered through Freddy's Lefsa. Sabrina to help. Other ideas were made by group for fundraising through Ace Hardware, Ice Wind, Pizza Ranch, and others.
- Legendary Learners DPI: Used to build literacy skills. Offers 160 books for kids to learn and other programming.
- North Dakota Library Passport Challenge: 13 libraries so far participating, can check out their libraries and get the passport stamped.
- Jingle and Mingle Event: 11/20 – Decision to participate in by offering small trees to be decorated by people who will then return them and offer voting starting at Jingle and Mingle and go til later date and then offered also for silent auction.
- Saturday Openings: Start in November until March and run 10am to 12pm.

ANNOUNCEMENTS:

- Fall/Winter Program Events: Last Monday of the Month Book Clubs, Halloween Storytime and Green Screen, Jingle and Mingle, Santa @ City Hall, Holiday gift Wrapping, Holiday Cookie and Book Exchange, Hot Chocolate Bar Open House, Santa Storytime, and other events possible.

- Fall/Winter Closings: Veterans Day, Thanksgiving and day after, December 24-26 for Christmas, December 31-January 1st for New Years. Sheila will also have additional time off as needed as 2.5 week yet to schedule as of meeting.
- New Location: Additional talk was made about move to new location where the Car Doctor is located and the City offered to purchase but no reply yet received.

NEXT BOARD OF DIRECTORS MEETING:

December, 4th, 2025, at 6:30 pm

Adjourned 7:55 pm