

Yutan Public Library Board Minutes  
Monday, January 5th, 2026  
6:30 pm Yutan Public Library

Notice of the meeting was given in advance thereof by posting notice at the Yutan Public Library, Post Office, and the Yutan City Office.

The meeting was called to order at 6:30 pm by President Lynn Hapke. Library Board members Smith-Dahlhauser, Casey, Chittenden, and Ford were present. Hapke informed all the individuals present of the location of the Open Meetings Act.

**1) Oath of Office**

- a. Chittenden, Casey, Smith-Dahlhauser, and Ford opened the meeting by taking the oath of office.

**2) Election of Officers (Chairman and Secretary)**

- a. Before any motions were made Ford asked for a description on the duties of the chairman and secretary. Library Director Van Ackeren explained the duties of the chairman and the secretary.
- b. A motion to appoint Michelle Smith-Dahlhauser as Library Chairman was made by Chittenden and seconded by Smith-Dahlhauser. Upon roll call vote was as follows: YEAH: Chittenden, Casey, Smith-Dahlhauser. NO: None, Abstain: Hapke, Ford. Motion Carried.
- c. A motion to appoint Dawn Ford as the Secretary was made by Smith-Dahlhauser and seconded by Chittenden. Upon roll call vote was as follows: YEAH: Casey, Ford, Chittenden NO: None, Hapke did not vote. Motion Carried.

**3) Consent Agenda**

- a. Approve Minutes of the December 1st, 2025, Regular Meeting
- b. Approve Minutes of the December 9th, 2025, Special Meeting
  - i. Casey asked about the foods for fines and how it works. Director Van Ackeren explained how the food for fines works and that it is a way for library patrons who have high fines are able to donate food that is donated in order to lower their fines.
  - ii. A motion to approve the December minutes with the adjustment of the fines income from fifty cents to five cents was made by Ford and seconded by Casey. Upon roll call vote was as follows: YEAH: Chittenden, Casey, Ford, Hapke. NO: None, Motion Carried.

**4) Presentation from guest**

- a. Mary Jo Robinson
  - i. Spoke about the duties of the library secretary and presented a blank template for the new library secretary to use for future meetings.

**5) Bills and Financial Reports**

- a. City Clerk/Treasurer Bolter presented the board with the expense report for financials that were paid out in December of 2025, along with the Profit and Loss reports. Discussion was held over the different forms and what the different expenses are.
- b. The board asked for the claims that need to be approved for this month. Director Van Ackeren presented the receipts for the board to inspect and approve for payment. Ford asked

about the deliveries being sent to a Leshara address and Director Van Ackeren stated that she has had some issues with packages being stolen from the Library when they are delivered while the library is closed. It was suggested from the board that Van Ackeren use the PO Box for future deliveries.

- c. A motion to approve the January claims was made by Hapke and seconded by Ford. Upon roll call vote was as follows: YEAH: Ford, Hapke, Casey, and Chittenden. NO: None, Motion Carried.

## 6) **Directors Report**

- a. Director Van Ackeren presented the library statistics for December 2025. Van Ackeren also presented the new hours for the library. The board members asked why the library is closing at 3:00 pm most days and that maybe it could stay open for the kids walking home after school. Van Ackeren stated that being open after three does not work for her. Director Van Ackeren presented the staff plan of work to the board and what the duties are for each staff member and the board. The board stated that going forward that the secretary will develop the agenda and packets for the board meetings. Discussion was had over the process of weeding materials and how it is determined. Van Ackeren stated that the Nebraska Library Commission recommends weeding 3-5 percent of the inventory every year and that anything dated later than 2019 and does not have very many check outs they are weeded. The board also asked Director Van Ackeren how many hours she is required to have every year for certification and she stated that she is not sure since she always has more than what is required.

## 7) **Discussion Items**

- a. Responsibilities of the Library Board-Lynn Hapke
  - i. Board member Hapke and Director Van Ackeren read through the duties and responsibilities of the Library Board.
- b. Dawn Ford: Goals, Budget, Volunteer Hours, Community Programs, Role Documents for Employees and Operating Hours.
  - i. Board member Ford asked about the short term and long term goals of the library. Director Van Ackeren stated that the library has a strategic plan for the library and that it is extensive, but that she would provide it to the board members for review. Ford asked about volunteer hours and if the library has ever used volunteers. Board member Hapke and Director Van Ackeren stated that they have never had a use for volunteers and that it is not something that is allowed. City Clerk/Treasurer Bolter stated that she has contacted the city attorney and that it has been stated that the library board put in place a policy to have volunteers. The board asked Bolter to get that in writing along with something from the insurance provider stating that a volunteer would be covered. It was decided to discuss this at a later date when more documentation could be presented to the board.

- 8) **Adjournment:** A motion to adjourn at 8:52 pm was made by Casey and seconded by Chittenden. Upon roll call vote was as follows: YEAH: Chittenden, Hapke, Ford, Casey. NO: None, Motion Carried.

**NEXT MEETING DATE**  
**February 2nd, 2026 at 6:30 pm**