

Yutan Public Library Board Minutes

Monday March 2, 2026, at 630 PM. Location Yutan Public Library

Notice of meeting was posted at the Post Office, City Office, and the Library by Brandy Bolter.

1. Call to Order

The meeting was called to order by President Michelle Dahlhauser at 6:32 PM. Library Board members Casey, Chittenden, Hapke and Ford were present. Dahlhasuer advised the Open Meeting Act is posted on the West wall.

2. Roll Call: Lynn Hapke, Elizabeth Casey, Kelsey Chittenden, Michelle Dahlhasuer and Dawn Ford present.

Absent: None

Also present: Director Laurie Van Ackeren

3. Visitors: See attached sign in sheet

4. Consent Agenda

- a. Motion to approve February Minutes made by Ford, seconded by Hapke. Yeas-Hapke, Casey, Chittenden, Dahlhauser, Ford. No-None, Motion carried.

5. Open Discussion from the public:

- a. Diane Schultz with the American Legion Auxiliary commends Van Ackeren for Valentines for Vets. Announced the VA takes book donations.
- b. City Council Member Kyle Schimenti thanks everyone for attending.

6. Bills and Financial Reports

- a. Approval of Financial claims motioned by Ford, seconded by Hapke. Yeas-Hapke, Casey, Chittenden, Dahlhauser, Ford. No-None, Motion carried.
- b. Expense & P&L Report for February 2026 provided by City Clerk/ Treasurer Bolter.

7. Action Items/ Approval of:

- a. Emergency and Safety Policy- tabled until final draft with changes to the sections mentioned motioned by Hapke, seconded by Casey. Yeas-Hapke, Casey, Chittenden, Dahlhauser, Ford. No-None, Motion carried.
- b. Book Purchasing Policy- motion to approve by Ford, seconded by Casey. Yeas-Hapke, Casey, Chittenden, Dahlhauser, Ford. No-None, Motion carried.
- c. Employee Meeting Attendance Policy- corrections to include: Employees (not just substitutes) are not required to attend Board Meetings. They are voluntary and will not be paid time. Motioned by Ford, seconded by Hapke. Yeas-Hapke, Casey, Chittenden, Dahlhauser, Ford. No-None, Motion carried.

- d. Timecard Approval Policy- corrections to include: The Board Chair and a second member of the Board (we removed designated). Motion to approve by Casey, seconded by Chittenden. Yeas-Hapke, Casey, Chittenden, Dahlhauser, Ford. No-None, Motion carried.
 - e. Hiring of Lesli Pool at \$15/ hour motion by Hapke, seconded by Chittenden. Yeas-Hapke, Casey, Chittenden, Dahlhauser, Ford. No-None, Motion carried.
8. Discussion Items
- a. Library hours discussion will be continued at April meeting with consensus to improve community access to the library with more after school and evening hours.
 - b. Library Flyer included with the monthly city billing was approved by all Board Members and Director as a good opportunity for advertising.
9. Director Report
- a. Director Van Ackeren presented the library statistics for February 2026.
 - b. Director Van Ackeren received \$750 Wildlife Grant. No other grants are in process.
 - c. Director Van Ackeren was asked to reach to First State Bank to request a donation for the summer program. Van Ackeren asked Dahlhauser to handle the request for her.
 - d. Director Van Ackeren shared responses from Q&A at the Directors conference in Wilbur. More information will be provided at the April meeting.
10. Items for next meeting
- a. Email Policy review
 - b. Directors conference at Wilbur meeting summary
 - c. Library Hours
 - d. April Action Item- Emergency and Safety Policy
11. Adjournment
- a. 8:45 pm Hapke motion to adjourn, seconded by Casey. Yeas-Hapke, Casey, Chittenden, Dahlhauser, Ford. No-None, Motion carried.

The next regular Library Board Meeting will be April 6th, 2026, at 6:30 PM.

Submitted by: Dawn Ford, Secretary

