

Yutan Public Library Board Minutes

Sunday May 4th, 2026, at 6:30 PM

Location: Yutan City Office

Notice of meeting was posted at the Post Office, City Office, and the Library by Kelsey Chittenden.

1. Call to Order

The meeting was called to order by President Michelle Dahlhauser at 6:30 PM. Dahlhauser advised the location of the Open Meeting Act posted on the wall.

2. Roll Call: Elizabeth Casey, Kelsey Chittenden, Michelle Dahlhauser and Dawn Ford were present.

Absent: none

3. Consent Agenda

- a. Dahlhauser asked for a motion to approve March 2, April 6, April 16, and April 26 agendas. Casey motioned, seconded by Chittenden. Yeas- Chittenden, Casey, Ford, Dahlhauser. No- None. Motion carried.
- b. Approval of Financial claims motioned by Chittenden, seconded by Casey. Yeas- Chittenden, Casey, Ford, Dahlhauser. No-None. Motion carried.

4. Open Discussion from the Public

- a. Justin Barney expressed the importance of maintaining library accessibility.

5. Action Items

- a. Approval of the Library Director Role job description and posting with a pay range of \$24-\$28/ hour motioned by Casey, seconded by Chittenden. Yeas- Chittenden, Casey, Ford, Dahlhauser. No-None. Motion carried.
- b. The update of library hours beginning June 1, 2026, motioned by Ford, seconded by Chittenden. The hours will be Monday and Tuesday 10am-6pm, Wednesday and Thursday 10am-8pm, Friday closed, and Saturday 9am-noon. Yeas- Chittenden, Casey, Ford, Dahlhauser. No-None. Motion carried.
- c. Temporary pay increase for current staff at the rate of \$17/ hour until the hiring of Interim or Permanent Director motioned by Casey, seconded by Chittenden. Yeas- Chittenden, Casey, Ford, Dahlhauser. No-None. Motion carried.

6. Discussion Items

- a. The board discussed hiring for sub positions at \$15-\$17/hour allowing the next Director to finalize staffing.

- b. Interview questions submitted with the packet were read over, no corrections needed.

7. Adjournment

- a. Meeting adjourned at 7:07 PM with a motion from Chittenden, seconded by Casey. Yeas- Chittenden, Casey, Ford, Dahlhauser. No: None, Motion carried.

The next regular Library Board Meeting will be June 1, 2026, at 6:30 PM.

Submitted by Dawn Ford