

## Yutan Public Library Board Minutes

Monday June 1, 2026, at 6:30 PM

Location: Yutan City Office

Notice of meeting was posted at the Post Office, City Office, and the Library by Dawn Ford.

### 1. Call to Order

The meeting was called to order by President Michelle Dahlhauser at 6:31 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 the May 4th minutes. Casey motioned, seconded by Chittenden. Yeas- Chittenden, Casey, Ford, Dahlhauser. No- None. Motion carried.

b. Approval of Financial claims motioned by Ford, seconded by Chittenden. Yeas- Chittenden, Casey, Ford, Dahlhauser. No-None. Motion carried.

### 4. Maleah Johnson sworn in as Library Board Member

### 5. Open Discussion from the Public

a. No attendees spoke during open discussion.

### 6. Action Items

a. Approval to hire subs Reagan Wilson at \$15/hour, Mylee Tichota at \$15/hour, and Christina Jeffries at \$17/hour based on experience motioned by Ford, seconded by Casey. Jeffries will adjust to \$15/ hour when the Interim Director is hired. Yeas- Chittenden, Casey, Ford, Dahlhauser, Johnson. No- None. Motion carried.

b. Approval to participate in Yutan Garage Sale with all proceeds going to the Summer Reading Program motioned by Casey, seconded by Ford. Yeas- Chittenden, Casey, Ford, Dahlhauser, Johnson. No- None. Motion carried.

c. Approval to purchase a wireless barcode scanner under \$50 motioned by Casey, seconded by Ford. Yeas- Chittenden, Casey, Ford, Dahlhauser, Johnson. No- None. Motion carried.

d. Approval of the ARC quote for library cameras to be purchased with Capital Outlay funds motioned by Kelsey, seconded by Ford. Yeas- Chittenden, Casey, Ford, Dahlhauser, Johnson. No- None. Motion carried.

### 7. Discussion Items

a. Different formats to advertise library activities were shared.

b. Librarian report was shared in place of a Directors report.

**8. Items for Next Meeting Agenda**

- a. Library Board meetings moved to 2nd Monday of the month beginning September 2026.
- b. List of maintenance items
- c. New printer/scanner
- d. Yutan Days participation
- e. Computer repair/purchase funded with capital outlay
- f. Volunteer application and approval process to be prepared for advertisement in August.

**9. Adjournment**

- a. Meeting adjourned at 7:30 PM with a motion from Ford, seconded by Chittenden. Yeas- Chittenden, Casey, Ford, Dahlhauser, Johnson. No: None, Motion carried.

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

Submitted by Dawn Ford