

Yutan Public Library Board Minutes

Monday August 3, 2026, at 6:30 PM

Location: Yutan City Office

Notice of meeting was posted at the Post Office, City Office, and the Library by Lesli Pool.

1. Call to Order

The meeting was called to order by 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, Maleah Johnson, and Dawn Ford were present.

Absent: None

3. Consent Agenda

a. Dahlhauser asked for a motion to approve the July 2026 minutes. Casey motioned, Chittenden seconded. Yeas- Chittenden, Casey, Dahlhauser, Ford, Johnson. No- None. Motion carried.

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

4. Open Discussion from the Public

a. No attendees spoke during open discussion.

5. Action Items

a. Approval to hire Kendra Brewer as Permanent Director for the Yutan Library at \$28/hour beginning September 8, 2026, motioned by Chittenden, seconded by Casey. Yeas- Chittenden, Casey, Dahlhauser, Ford, Johnson. No- None. Motion carried.

b. Approval to install DeepFreeze on Patron/ Public PC's motioned by Casey, seconded by Chittenden. This software is necessary to protect the privacy of the patrons. Andrew Salamian from NLC has offered to assist with installation. Yeas- Chittenden, Casey, Dahlhauser, Ford, Johnson. No- None. Motion carried.

c. New printer/ scanner approved at a potential cost of \$1200 with a service contract around \$30 month motioned by Chittenden, seconded by Johnson. Yeas- Chittenden, Casey, Dahlhauser, Ford, Johnson. No- None. Motion carried. A donated printer will be used in the interim.

6. Discussion Items

a. Directors Report updated regarding Foam Party. It will be held August 14 from 6- pm. The wire book racks and the metal book holder by the back

door will be removed. Reaching out to have old computers wiped and recycled.

- b. Maintenance items discussed in preparation for the next budget meeting.
- c. July budget meeting notes shared. Line items for the upcoming fiscal year drafted for the city's review in preparation for the upcoming budget meeting August 11th.

7. Items for Next Meeting Agenda

- a. Expanding the book collection
- b. New printer/scanner
- c. Software for new computers
- d. Information from the City budget meeting held August 11th

8. Adjournment

- a. Meeting adjourned at 8:11 PM with a motion from Casey, seconded by Chittenden. Yeas- Chittenden, Casey, Dahlhauser, Ford, Johnson. No: None, Motion carried.

The next regular Library Board Meeting will be September 14 2026, at 6:30 PM.

Submitted by Dawn Ford