

**Washburn Public Library Board**  
**Meeting Minutes**  
**February 27<sup>th</sup>, 2024**

**Present:** Jon Lussenden, Katrina Winterberg, Keith Hapip, Jr.-board members, Kandi Shape-Library Director, and two members of the public

The meeting was called to order by Jon Lussenden at 7 pm.

Keith moved to approve the agenda. Katrina seconded the motion. The motion passed.

Jon moved to approve the 11/28/23 meeting minutes. Keith seconded the motion. The motion passed.

Keith moved to approve the quarterly financial report. Katrina seconded the motion. The motion passed.

Kandi gave the librarian's report. She continues to attend monthly MMRL and CDLN meetings. The adult book club continues to meet monthly and has been having movie nights during the winter months. A portable pizza oven was donated to the library. Puppy Tales with Ichabod, the weekly children's story time meets Mondays at 10:30 am. The homeschool group meets for writing class on Thursdays. The Classical Conversations class meets twice a month. The library participated in Santa Days. Mrs. Claus stopped in 12/2/23 and read 2 books to 31 people on her way to the Interpretive Center to meet up with Santa. The Lego Robotics group met 1/16/24 & 1/23/24. Kandi attended the Public Library Survey webinar 1/30/24 and submitted the annual survey, both of which are requirements to be eligible for State Aid. Kandi completed Notary Public training 1/31/24 and will think about applying for a commission so that the library can offer this service. Take Your Child to the Library Day was 2/3/24. 30 people showed up and participated in a storytime and lots of fun activities such as a No Sew T-shirt Bookbag, Make-Your-Own-Bookmark, a visit from Ichabod, Legos, a Scavenger Hunt and bags of popcorn to take home. Kandi and Lyndsey attended the Summer Reading Program training at the Morton Mandan Public Library 2/9/24. February was Children's Dental Hygiene Month. Prairie Rose Dental in Bismarck donated toothbrushes, floss picks, stickers, tattoos and pencils to hand out at children's storytime. The Riverside 4-H Club had the library's first STEAM Kit Field Trip on 2/11/24. 27 people rotated between nine different stations every 15 minutes. The Washburn FFA Chapter and the library celebrated FFA Week on 2/22/24 with a small animal petting zoo and storytime for preschoolers, kindergartners and first graders. 122 people participated along with rabbits, chickens, ducks, guinea pigs and goats. Kandi will continue to research and implement new programs.

The basement backup issues are still being readdressed by the city. An update will be given at the May 28<sup>th</sup>, 2024, board meeting.

An update on the spot that still needs to be fixed above the junior nonfiction section will be readdressed at the May 28<sup>th</sup>, 2024, board meeting.

An update on installing a ramp on the front door will be readdressed at the May 28<sup>th</sup>, 2024, board

meeting.

Kandi completed CPR training 2/19/24 with the Washburn Ambulance Squad.

Appointment and Term of Offices (removal of reference to North Dakota Statute 40-38-03) will be readdressed at the May 28<sup>th</sup>, 2024, board meeting. Kandi will reach out to the North Dakota State Library for advice on how to proceed.

Keith moved to keep Appointment and Term of Offices & Qualifications for Board Members (a. Must live in the Washburn, North Dakota area) as currently written. Discussion was had about what constitutes as the Washburn area-a 58577 zip code? The word area will be left open for interpretation by the city commission. Any questions and concerns can be directed to the city commission. Jon seconded the motion. The motion passed.

Jon moved to accept Katrina Winterberg to replace Elaine Carr on the library board. Keith seconded the motion. The motion passed.

During the annual review of bylaws and policies Jon moved to accept the following amendments to 1.16 Library Collection and Services as written:

Collection and Procurement

- a. The public librarian shall be responsible for the selection and purchase from the mass of available materials those items which best meet the interest and needs of the community. Selection of an item does not indicate that the Library, its Board, or its staff agrees with the ideas and viewpoints it presents. The Library typically classifies materials according to the target age group (children, teens, or adult) as established by cataloging services and other authoritative sources.
- b. Each acquisition shall be coded to identify purchase and ownership by the Washburn Public Library.

Gifts, Bequests, Memorials

- a. The library accepts gifts of suitable materials with the understanding that they will be added to the library collections only when needed and disposed of at the discretion of the librarian. The same principles of selection applied to purchases are applied to gifts.
- b. Unrestricted gifts of money, lands or property will be gratefully accepted by the Board. Restricted gifts or bequests will be reviewed by the Board before acceptance or rejection.

Material Selection

- a. Ultimate responsibility for book selection, as for all library activity, rests on the public librarian. The public librarian may delegate selection responsibility to members of the staff. All aspects of materials selected will aim at implementing the library's general objectives of providing the community of Washburn with effective public library service.
- b. The primary objective of the Washburn Public Library is to provide opportunity and encouragement for people of all ages to educate themselves continuously. It is the duty of the library to provide a wide range of age-appropriate materials with diverse appeal while reflecting local community standards for reading, learning and entertainment to all citizens of our community. General guidelines to achieve this objective include:
  - a. Provide materials that will enrich the community, taking into consideration the varied interest, abilities, and educational levels of the citizens served.
  - b. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
  - c. Provide a background of information which will enable citizens to make intelligent judgments in their daily life.
  - d. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
  - e. Provide different viewpoints on controversial issues so that citizens may develop the practice of critical analysis of all media.
  - f. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality to assure a comprehensive collection appropriate for

the users of the library.

c. The library will maintain an up-to-date array of selection tools such as reviewing services, review publications and catalogs of recommended purchases.

d. Criteria for Selection of Materials

Needs of the community based on knowledge of the library's objectives and the existing collection are given first consideration. Materials for purchase are considered on the basis of:

- a. **Permanence or timeliness** Classical relevance or novelty and cutting edge
- b. Accuracy, authoritativeness, and quality
- c. **Authoritativeness and/or standing and reputation of the author/artist/composer/producer**
- d. **Clearness and usability of presentation**
- ec. **Group and individual social significance** Relevance and appeal to the local community
- fd. Suitability and importance to the whole collection
- ge. Format, as it applies to electronic or other non-print materials
- hf. Price and/or availability of funds
- i. **Overall purpose**
- j. **Importance of subject matter**
- k. **Readability and popular appeal**

lg. North Dakota Century Code 12.1-27.1 prohibits a public library from maintaining in its children's collection inventory books that contain explicit sexual material. When purchasing for the children's collection, the library will use the following to ensure appropriateness of material:

"Explicit sexual material" shall be defined as set forth in N.D.C.C. 12.1-27.1-01 and any amendments thereto. It means any material which:

1. Taken as a whole, appeals to the prurient interest of minors;
2. Is patently offensive to prevailing standards in the adult community in North Dakota as a whole with respect to what is suitable material for minors; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

e. Procedures for Selection

In selecting materials for purchase, the public librarian evaluates the existing collection and consults reputable, unbiased, professional prepared selection aids. In specific areas the public librarian follows these procedures:

- a. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards.
- b. Multiple items of outstanding and much in demand media are purchased as needed.
- c. Worn or missing standard items are replaced periodically if relevant.
- d. Out-of-date or no longer useful materials are withdrawn from the collection.
- e. Sets of materials and materials acquired by subscription are examined and are purchased only to fill a definite need.
- f. Duplication of materials in special (medical, etc.) school and academic libraries will be avoided whenever possible.
- g. **Items with local historical significance will be retained, unless they can be transferred to or are already included in local archives or museums.**

f. Weeding Policy

Periodically, books will be weeded from the collection. Criteria that will be followed include outdated, duplicated, shabby or unused materials.

g. The library will endeavor always to balance special group interests with general demand, to present fairly and truthfully both sides of every controversial subject handled, and to maintain a true balance between its duty to present information on all aspects of public questions, and its determination not to allow itself to be used as a propaganda vehicle.

a. The library will not maintain a closed shelf collection of materials but will **separate material into age-appropriate sections. encourage individual and parental discretion in the choice of materials is encouraged. The library staff and trustees are charged with the responsibility of providing free and equal access to library materials and services to all eligible people.** It is the policy of the Washburn Public Library that parents and guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The library staff and trustees cannot and do not act in loco parentis.

b. In addition, the Board recognizes the duty of the library to furnish materials outside of the "mainstream of popular output" and to provide in its collection **substantial balanced and age-appropriate** representation of the critical, provocative, and experimental products as well as the classics.

h. All phases of selection procedure will work toward the establishment of a representative collection of materials of high



quality ~~based on to~~ achievement ~~ment of~~ the services expected of the library ~~is expected to perform~~.  
Keith seconded the motion. The motion passed.

Jon moved to table the location (Collection and Procurement?) of the addition of the following sentences to the May 28<sup>th</sup>, 2024, board meeting:

The objective to serve all ages requires a progressive exposure to content. The children's sections and prominently displayed graphic content must meet the local community standard of being either neutral or good for the education or entertainment of the intended age group.

Keith seconded the motion. The motion passed.

Jon moved to accept the annual report to the city to be provided to the governing body of the city by their library board representative Keith by July 1<sup>st</sup>, 2024. Keith seconded the motion. The motion passed.

The Washburn Public Library Board meeting more than quarterly was discussed. There was no action necessary as no change is currently needed.

A yearly Washburn Public Library employee wage review merit evaluation will be addressed at the May 28<sup>th</sup>, 2024, board meeting.

Keith moved for the Library Director to email the library board any grant opportunities for objections before applying for them. Kandi explained that a grant is not considered a gift, restricted or otherwise, as it is applied and worked for. She would like to be able to apply for NDSL Vision grants. Katrina seconded the motion. The motion passed.

A parade entry for Riverboat Days 6/1/24 will be readdressed at the May 28<sup>th</sup>, 2024, board meeting.

The next regularly scheduled quarterly library board meeting will be held Tuesday, May 28<sup>th</sup>, 2024, at 7:00 pm.

Jon adjourned the meeting at 8:54 pm.