

**Washburn Public Library Board**  
**Meeting Minutes**  
**May 28<sup>th</sup>, 2024**

**Present:** Jon Lussenden, Lynnette Laning, Morgan Hapip, Katrina Winterberg, Keith Hapip, Jr.-board members, Kandi Shape-Library Director, and one member of the public

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

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

Jon moved to approve the 2/27/24 meeting minutes. Keith seconded the motion. The motion passed.

Lynnette 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 is done with book-turned-movie nights for the season. Puppy Tales with Ichabod, the weekly children's story time had visits from a goat 4/15/24, ferrets 4/29/24, a lamb & kitten 5/6/24 and ended for the season 5/20/24. The homeschool group writing class is done for the season. Classical Conversations will have their last class at the library Wednesday, May 29<sup>th</sup>. Dr. Seuss's Birthday & Read Across America Week started 3/2/24. WPL celebrated 3/4/24 with a visit from the Cat in the Hat. NDSL IT visited 3/19/24 and addressed several issues-both public access computers now turn off at night, chrome/firefox/edge now all erase user history, WPL is correctly backing up computer files monthly, Microsoft has been replaced with Libre, and we are no longer synced to the previous library director's personal onedrive account. WPL hosted a Write to Heal workshop 3/23/24. The workshop uses writing and self-healing tools to help people process stress and trauma. Kandi attended the State Aid webinar 3/28/24 and submitted the State Aid application. WPL met the developing level on the Public Library Survey which means we qualify to apply for grants. WPL celebrated the Total (partial in ND) Eclipse 4/8/24 with a storytime, craft and eclipse activities. We received 500 pairs of eclipse glasses and donated 250 pairs to the local public school. Kandi has been turning in all information requested by the State Auditor's Office for the City of Washburn Audit. Kandi attended the NDSL Virtual Conference 4/18-19/24. WPL celebrated Earth Day 4/22/24 by planting seeds for the alley garden. The Seed Lending Library is established and ready to use. The Spring Downtown Book Walk "We're Going on a Bear Hunt" is set up through the July 4<sup>th</sup> weekend. WPL hosted two STEAM Kit Field Trips to the 1<sup>st</sup> & 4<sup>th</sup> grades on 5/8/24 and 5/21/24. Arbor Day was 5/3/24 and WPL celebrated 5/20/24 by handing out golden willows donated by the Forestry Board. Kandi updated the WPL website by adding links to the ND Assisted Living Guide, Rocket Languages and the ND Talking Books Program. The 2024 SRP/MMRL Book Crawl will be starting in June. Washburn Life gave a sponsorship donation for the summer reading program, and Krause's is donating 100 hot dogs and buns for the Touch-A-Truck event in July.

The basement backup issues are still being readdressed by the city. An update will be given at the August 27<sup>th</sup>, 2024, board meeting.

The library reconstruction spot that still needed to be fixed above the junior nonfiction section is

done.

An update on installing a ramp on the front door will be readdressed at the August 27<sup>th</sup>, 2024, board meeting.

Lynnette moved to table Appointment and Term of Offices (removal of reference to North Dakota Statute 40-38-03) until the August 27<sup>th</sup>, 2024, board meeting. Keith seconded the motion. The North Dakota State Library recommended referring to the home rule charter, but the Washburn Home Rule Charter and subsequent ordinances currently have no allowance for board makeup or bypassing the residency requirement. Kandi pointed out that an ordinance should have been passed before the city commission appointed a board member that resides outside of city limits. The motion passed.

Jon moved to accept the following amendment to Material Selection b. in the WPL Bylaws & Policies as written:

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. 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.

ab. Provide materials that will enrich the community, taking into consideration the varied interest, abilities, and educational levels of the citizens served.

bc. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

cd. Provide a background of information which will enable citizens to make intelligent judgments in their daily life.

de. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

ef. Provide different viewpoints on controversial issues so that citizens may develop the practice of critical analysis of all media.

fg. 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.

Keith seconded the motion. The motion passed.

A Washburn Public Library employee yearly wage performance review evaluation was discussed.

Morgan moved to accept the Employee Performance Review Evaluation Form. Lynnette seconded the motion. The Library Director will conduct the staff evaluations. The board president will appoint a committee to conduct the director evaluation. The motion passed.

The Washburn Public Library will participate in the 6/1/24 Riverboat Days Heroes Among Us parade.

Morgan moved to elect Jon Lussenden as the WPL Board President. Lynnette seconded the motion. The motion passed.

Lynnette moved to elect Morgan Hapip as the WPL Board Vice-President. Katrina seconded the motion. The motion passed.

Keith moved to keep the 2025 operational hours the same. Morgan seconded the motion. The motion passed.

Jon moved to accept the 2025 operational budget. Keith seconded the motion. The motion passed.

There were no objections to Kandi applying for the Rob-See-Co Grant.

There were no objections to Kandi applying for the NDDPI Summer Reading Program Grant.

The next regularly scheduled quarterly library board meeting will be held Tuesday, August 27<sup>th</sup>, 2024, at 7:00 pm.

Jon adjourned the meeting at 8:51 pm.