

**Washburn Public Library Board  
Meeting Minutes  
February 25th, 2025**

**Present:** Morgan Hapip, Katrina Winterberg, Miranda Harvey, Kari Goos, Keith Hapip, Jr.-board members, Kandi Shape-Library Director, and five members of the public

The meeting was called to order by Morgan Hapip at 7 pm.

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

Morgan moved to approve the 11/26/24 meeting minutes. Katrina 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 is watching books-turned-movies during the winter months. The weekly preschool story time Puppy Tales with Ichabod continues to meet on Mondays. A baby changing station was installed in one of the public restrooms. The free will donation book sale at the Small Business Saturday Craft & Vendor Show 11/30/24 raised \$70.01. Mrs. Claus read stories to 93 people for Santa Day 12/7/24. Kandi attended the Public Library Survey webinar 1/29/25 and subsequently completed and submitted the PLS. This survey regarding data collection and reporting is required to qualify for State Aid. Public libraries also need to meet the Developing level of standards to qualify for Library Vision grants through NDSL. WPL participated in Take Your Child to the Library Day 2/1/25 with many activities such as a storytime, microfossil dig, no sew T-shirt book bags, make-your-own bookmarks and a scavenger hunt. We were very excited to showcase items the library has to offer like the Lego table, Makerspace cart, 3D pens, Launchpad tablets and STEAM kits. As there were no objections, Kandi applied for the Library Vision Winter 2025 Grant. Kandi attended the Summer Reading Program training at the Bismarck library 2/14/25. The Washburn FFA Chapter and the library celebrated FFA Week 2/18/25 with a small animal petting zoo and storytime for preschoolers, kindergartners and first graders. 90 people participated along with a goat, rabbits, chickens and guinea pigs. In recognition of February being Children's Dental Hygiene Month, Prairie Rose Family Dentists donated T-shirts, toothbrushes, toothpaste, fidget spinners, stress balls and webcam cover/screen cleaners to hand out at children's storytime. HB 1141 failed in the House 39-51-4 and would have barred libraries from paying for NDLA memberships. An update on the discussion of SB 2307 that passed in the Senate as amended 27-20 regarding obscenity in library materials and any impact on WPL bylaws and policies will be readdressed at the May 27th, 2025, board meeting. The Harry Potter Escape Room should be ready for a test group in March. The 2025 Summer Reading Program theme is Art: Color Our World so Kandi asked building and grounds for permission to paint the alley accessible side of the library with a mural.

The basement backup issues are still being readdressed by the city. An update will be given at the May 27th, 2025, board meeting.

Installation of a handicap accessible door is scheduled for 3/14/25. An update will be given at the May 27th, 2025, board meeting.

There was no action needed on MMRL looking for new headquarters as they will be staying in Riverdale.

During the annual review of bylaws and policies, Keith moved to move the addition of the proposed following sentences from 1.1 Library Board Members: Appointment and Term of Offices to their own section titled Discipline of Officers:

Discipline of Officers

The Washburn City Commission may remove any Board member for misconduct or neglect of duty. The Board also has the collective power to censure one of its members for misconduct and in extreme cases, to recommend their removal from the board to the City Commission.

Katrina seconded the motion. The motion passed.

Keith moved to accept the following amendments to 1.1 Library Board Members: Appointment and Term of Offices as written:

Appointment and Term of Offices

The city commission of the city of Washburn, North Dakota City Commission appoints the five (5) Library Board members, who must live in the be residents of the city of Washburn, North Dakota, area. One (1) Board member must serve on the Commission or be a designated representative of the Commission. Term of appointment is for 3 years from the first day of July in the year of appointment and until a successor has been appointed. An appointment to fill an unexpired term may be for the remainder of the term only. No member of the Board can serve more than two (2) consecutive terms, after which an interval of one year must lapse before the member can be reappointed – North Dakota Statute (40-38-03).

Kari seconded the motion. The motion passed.

Keith moved to accept the following amendments to 1.1 Library Board Members: Qualifications for Board Members as written:

Qualifications for Board Members

- a. Must live in be a resident of the city of Washburn, North Dakota area.
- b. Must be able to serve a term of at least three (3) years.
- c. Must be willing to attend regular monthly meetings and whatever special meetings might be called.
- d. Must be appointed by the city commission of Washburn, North Dakota.
- e. Must be interested in books in general and libraries in particular.
- f. Must be willing to work to help ensure the providing of library services and materials as the needs of the community dictates.

Morgan seconded the motion. The motion passed.

Keith moved to accept the following amendment to 1.17 Use of the Public Library: Confidentiality Policy as written:

3. THREATS OR UNAUTHORIZED DEMANDS (I.E. THOSE NOT SUPPORTED BY A BY A PROPER LEGAL DOCUMENT) CONCERNING SUCH RECORDS SHALL BE REPORTED TO THE ND ATTORNEY GENERAL, ND STATE LIBRARY, AND THE NORTH DAKOTA LIBRARY ASSOCIATION'S INTELLECTUAL FREEDOM COMMITTEE.

Miranda seconded the motion. The motion passed.

The 2024 infographic was presented. Along with the 2024 budget and the condition of the library and

property, this constitutes the annual report to the city to be provided to the governing body of the city by their library board representative Miranda by July 1st, 2025.

Katrina moved for WPL to participate in the Taste of Washburn 4/5/25 by serving popsicles. Keith seconded the motion. The motion passed.

The next regularly scheduled quarterly library board meeting will be held Tuesday, May 27th, 2025, at 7 pm.

Morgan adjourned the meeting at 7:53 pm.