

**Washburn Public Library Board**  
**Meeting Minutes**  
**August 26th, 2025**

**Present:** Morgan Hapip, Katrina Winterberg, Kari Goos, Jeramie Tolbert-board members, Kandi Shape-Library Director, Keith Hapip, Jr., and one other member of the public

The meeting was called to order by Morgan Hapip at 7:02 pm.

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

There were no public comments.

Kari moved to approve the 5/27/25 meeting minutes. Katrina seconded the motion. The motion passed.

Morgan moved to approve the quarterly financial report. Kari seconded the motion. The motion passed.

Kandi gave the librarian's report. Miranda Harvey stepped down as city commissioner and the city will inform us when they reappoint the library portfolio. The city hired a cleaning person. Kandi continues to attend monthly MMRL and CDLN meetings. The adult book club continues to meet monthly. Kandi did a podcast with the ND State Library 6/6/25. The Made in America Riverboat Days Parade & book sale were 6/7/25, with the book sale raising \$257.13. The 2025 Summer Reading Program Color Our World & MMRL Crawl ran in June and July with these events:

- 6/9/25 Frontier Floral presentation and flower pounding craft (71 people in attendance)
- 6/16/25 Midstate Porcelain Art Guild trinket dish keepsakes (32 people in attendance)
- 6/23/25 Oh Ya You Betcha Creative Shop canvas painting (41 people in attendance)
- 6/30/25 WPL Pollinator Garden rocks & pinecone flower painting (33 people in attendance)
- 7/7/25 Audubon Wildlife Refuge bird of prey mask/owl craft (27 people in attendance)
- 7/14/25 Chalk the lot-sidewalk chalk event (58 people in attendance)

240 weekly reading logs were turned in for small prizes with a total of 480 hours read. 6 Raging Rivers grand prize passes were drawn from the weekly logs, 18 Blackout Book Bingo cards were turned in for Gateway to Science passes, and 32 families (100 people total) participated in the MMRL Crawl. The Art Alley Mural is a work in progress and will not be completed this year. The Washburn Public Library qualified for and received State Aid for 2025. WPL received the 2025 STAR Award which is based on circulations per capita, hours open per week, program attendance per capita, computer and Wi-Fi usage per capita, and percentage of NDLC standards met. Kandi attended the NDSL conference 7/28-30/25. Libby, the library reading app, introduced a new feature called **Content Controls** that will allow users to configure what library content appears for themselves or their family. WPL has two radon kits available for patrons to check out that were donated by the UND School of Medicine and Health Sciences and the American Cancer Society. The 24-hour accessible community produce shelves are on the sidewalk in front of the library for people to take, leave, and trade produce. Upcoming events include the NDLA conference 10/1-3/25, Puppy Tales with Ichabod starting mid-Octoberish, Candy Caravan & HALL-oween 10/31/25, and the Small Business Saturday Craft & Vendor Show 11/29/25.

The basement backup issues are still being readdressed by the city. An update will be given at the November 25th, 2025, board meeting.

Morgan moved to acknowledge Jeramie Tolbert to replace Keith Hapip, Jr., who was filling Jon Lussenden's unexpired term on the library board. Katrina seconded the motion. The motion passed.

Morgan moved to elect Katrina Winterberg as the WPL Board President. Jeramie seconded the motion. The motion passed.

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

Morgan moved to amend the proposed amendment to 1.4 Order of Business, Regular Meetings so that item 6 is moved up to item 2. Katrina seconded the motion. The motion passed.

Morgan moved to accept along with the approved amendment the following amendment to 1.4 Order of Business, Regular Meetings as written:

1.4 Order of Business, Regular Meetings

Unless altered by the Board itself, the order of business at regular meetings shall be:

- a. Roll Call
- b. Approval of agenda
- c. **Public Comment**
- ed. Reading of minutes of previous regular meetings and any intervening special meetings
- de. Approval of minutes
- ef. Approval of financial report
- fg. Public Library report
- gh. With the approval of the Board, receive report from professional personnel, committees, community groups, or individuals
- hi. Old business
- ij. New business
- jk. Adjournment

#### Washburn Public Library Public Comment Policy

The Washburn Public Library Board welcomes and values public input during its meetings. This policy outlines the procedures for public comment to ensure that all individuals have a fair opportunity to be heard while maintaining an orderly, transparent, and efficient meeting environment. As a part of each meeting agenda, a specific time will be set aside for the opportunity for public comments under the following conditions:

1. To provide public comments, each individual must sign a speaker sheet that includes the individual's name and address prior to the start of the meeting. Anyone refusing to identify themselves will not be permitted to speak or have their comment shared. Groups wishing to comment must select one representative per meeting to present their viewpoint.
2. All comments must address an item of the current agenda or an agenda item from the preceding meeting. Presentations and videos will not be allowed during the comment period. Comments must be pertinent to the public entity. Other comments related to Library business and unrelated to the current or prior meeting's agenda may be submitted in writing or email to the Library Director. If the topic is regarding an item or items in the library collection to be reconsidered, the procedure for Reconsideration of Materials must be followed.
3. Individuals will be called on to present public comments in the order the signups were received. No late or in-person signups will be accepted. An individual may not yield his or her allotted time to another individual.

4. Public comments are only permitted during the time designated on the meeting agenda. Constituents will not be allowed to comment during other parts of a meeting unless the Library Board specifically requests comments.
5. Any public comments made during the public comment period will become part of the meeting record. The Board minutes will reflect the names of any speakers/commenters and summaries of their comments.
6. The public comment agenda item may be limited to a total of thirty minutes. The initial thirty minutes may be extended at the discretion of the chair. Each individual will be allotted up to three minutes to make comments; the time may be extended at the discretion of the chair. The individual will be notified when the time has expired. If the time expires before all registered individuals have had the opportunity to speak, those individuals may be invited to address the Board at a future meeting. The Board may choose to respond after a speaker has concluded or may proceed directly to the next speaker without comment.
7. Comments may not:
  - a. Be defamatory, abusive, harassing, or unlawful.
  - b. Include information that is exempt or confidential under North Dakota open records law.
  - c. Interfere with the orderly conduct of the meeting.
8. No Board action will be taken during the public comment period.

Jeramie seconded the motion. The motion passed.

The Library Director and assistants yearly wage performance review evaluations were discussed and will be readdressed at the November 25<sup>th</sup>, 2025, board meeting.

A new assistant librarian needs to be hired for children's storytime. The board president will conduct any employee interviews with the director. An update on who was hired will be addressed at the November 25<sup>th</sup>, 2025, board meeting.

The next regularly scheduled quarterly library board meeting will be held Tuesday, November 25th, 2025, at 7 pm.

Morgan adjourned the meeting at 7:54 pm.