

Public Library Board of Trustees Minutes 10/27/25

Roll Call of Members: Meeting called to order at 6:02 pm by Jeni Detra. Roll call, members present: Jenni Detra, Bailey Watson, Monica Hodgson, Sarah Gallagher, Michelle Harrigan, Wyatt Webster

Adoption / Amendment of Agenda: Motion made by Monica, seconded by Sarah

Public Communications: None

(Special Items) Budget: Sarah mentioned the goal of the library is to use as much of the budget as possible, and presented a library expense projection for 2025, with an estimate of \$2,985.82 remaining. Jeni recommended making a list of items to spend the remaining balance. Bailey suggested having a general Library credit card, rather than a card designated to a specific person, to avoid employees being unable to make purchases during an employee transition period. Sarah makes a motion that the library credit card be solely in the name of "Argyle Public Library," and the library board will appoint authorized users as needed, Monica seconded, motion carried.

Sarah mentioned an idea of hotspot checkouts. Jeni described the usual plan having a minimum of 5 hotspots, each one customizable with which service is desired, with the ability to disable a device if not returned, and mentioned other library customers expressing appreciation of being able to check out hotspots. Wyatt mentioned a previously discussed idea of one of the hotspots being used for a mobile checkout. Sarah mentioned the library having additional service hours, or basic supplies such as paper or ink, costs of programs, books, etc. Monica suggested putting a donation box which specifies what the library needs, especially during Saturdays when parents bring children to the library. Michelle suggested having an Amazon Wishlist for donations, sometimes physical items receiving donations faster than money requests. Monica used the park thermometer as a good visual example of displaying the donation goals. Jeni suggested putting the money into items the library can circulate in order to keep circulation numbers growing, such as books and kits. Michelle suggested short-used items, such as heating pads, knee scooters, and other medical recovery items. Monica makes a motion to buy a hotspot plan through Kajeet, using up to a maximum of \$3,000, seconded by Sarah, motion carried. Sarah

suggested keeping in mind other items to use the remaining budget on once the hotspot plan is in place.

(Special Items) Transition: Sarah presented a library director transition plan, with hopes it could be used in the future as well. There was a discussion of appointing Michelle as a temporary director, and the process required to do so. Sarah suggested voting on a formal plan before working through a plan. Sarah also suggested in the future to put together a plan for other situations of an employee temporarily leaving: maternity leave, accidents, etc. Discussion also mentioned the desire for the transition plan to be in a file which was easy to both access and edit. Sarah made the motion to use presented transition plan as a temporary, working draft, and to review the plan in February 2026, Monica seconds, motion carried.

Jeni makes a motion to offer Michelle the position of interim director, starting 11/15/25, seconded by Sarah, motion carried

Sarah makes a motion to have Jeni be the Interim Board Staff Liaison during the transition, Wyatt seconded, motion carried.

(Special Items) Library Building: Sarah mentioned the First National Bank and Trust building no longer being a bank by the end of the year, and mentioned the idea of the library moving there. Monica mentioned the requirement of the village's backing for the library to move. Sarah mentioned the building checking many boxes ideal to a library building. It was suggested to send a letter of interest to the owners of the building, through a joint board meeting with the village, to put the library on the list of interested parties. Jeni makes a motion for a committee of two library board members to write a letter of interest for purchasing or leasing the commercial property with the village, Sarah seconds, motion carried.

Jeni makes a motion for Monica and Sarah to be The Letter of Interest Committee, Sarah seconds, motion carried.

Convened to Closed Session: Monica made the motion to go into closed session at 7:36 p.m., Jeni seconded, all voted yes, motion carried.

Reconvened to Open Session: Jeni makes the motion to reconvene to open session at 7:50 p.m., seconded by Monica, all voted yes, motion carried. Jeni made the motion to make an offer for the intern director position, Monica seconded, everyone voted yes, motion carried.

Announcements: No announcements.

Adjourn: Monica makes motion to adjourn at 7:55 p.m., Jeni seconded, motion carried.

Next meeting Monday, November 17, 2025, 6:00 p.m. location to be determined