

The October 14, 2026 meeting of the Library Board of Trustees was called to order at 5:03 p.m. Members present were Michael Iten, Lynda Lowe, Tracy Martorana, and Mary Young. Also present was Betsy Halvorsen.

Public Comment: No one for public comment.

Executive Session: No executive session.

Minutes: The minutes of the September 9, 2026 meeting were approved on a motion by Tracy Martorana, seconded by Lynda Lowe, and carried unanimously.

Treasurer's Report: Attached.

Approval of Bills: Bills for October, totaling \$13,337.29 were approved on a motion Tracy Martorana, seconded by Michael Iten, and carried unanimously.

Director's Report: Attached.

Old Business:

- **Facilities/Construction:** Betsy Halvorsen shared that there is no estimated completion date for the construction project at this time. The plumber installed one toilet, but did not finish and the bathrooms still need some finishing work before they can reopen (baseboards installed, etc). The floor is just a basic epoxy that looks like painted concrete. There are no other improvements happening to the bathrooms. Patrons will have to understand all the work that was done is unseen. The outside work also has some final work before the fence comes down – fixing the broken conduit for the outdoor sign and pouring sidewalk concrete. Betsy will follow-up with Nate to try to get a date for when work will be done.
- **Cole Adams Follow-up:** Betsy will follow-up with Cole to specifically ask what happens to the trust money if the library were to leave the building. Betsy also has a meeting scheduled for Oct. 30 to discuss records retention schedules.

New Business:

- **Cash Handling Policy:** Betsy shared an updated Cash Handling Policy. The board approved the changes on a motion by Lynda Lowe, seconded by Tracy Martorana and carried unanimously.
- **Website Terms of Use/Privacy Policy:** Betsy shared a draft of the Website Terms of Use and Privacy Policy. The board will table a decision on this policy until the November board meeting.
- **Cybersecurity Assessment:** Betsy will talk with Chris Chan to schedule a cybersecurity assessment to see where the library needs to tighten things up.
- **Evaluations:** Several board members attended a trustee workshop on evaluations. They will be updating the evaluation method for the Director.

Other

- The November meeting will be held on Tues. Nov. 10 at 5:00 PM due to the Veterans Day holiday.

The meeting was adjourned at 6:15 pm on a motion by Michael Iten.