

Monroe Library Board Meeting Minutes

Date: November 5, 2025

Location: Monroe Library

Call to Order & Roll Call

Present: Nicki Tapps, Beccy Ver Heul, Stacie McCoy, Rachel Purvis, Kristina Cimaglia

Staff: Mallory Hackett

Guest: n/a

Approval of Minutes

Stacie McCoy moved to approve the minutes from October 1, 2025. Seconded by Beccy Ver Heul. Motion carried.

Bills and Financial Statements

Bills and financial statements were presented.

Nicki Tapps moved to approve payment of bills through October 31, 2025. Seconded by Kristina Cimaglia. Motion carried.

Director's Report

October Stats:

661 patrons entered the library

3 new patrons

435 items checked in

462 items checked out

168 renewals

71 items added to collection

179 website visits (459 interactions)

150+ program attendees

The Halloween party was a huge success, attracting 156 patrons.

The new evening book club has 16 members.

Mallory read to 2nd graders at the Gathering Place in October and plans to read to 1st graders on November 18, 2025.

Thanksgiving kids craft day will be held on November 12, 2025

- 12:30pm - handprint keepsake for younger children
- 4:00pm - painting turkey pinecones for older children

A toy donation box has been set up at the library for a community toy drive. Donations can be made through December 6, 2025.

The annual state survey has been completed and submitted.

Unfinished Business

Shelter/Landscaping Update (Jasper Community Foundation Grant):

- Shelter construction is almost complete and the city will be relocating the picnic table.
- Looking into seating options to use remaining funds, Mallory will check in with the Friends group to see if they can assist with funding.
- Security cameras are also needed in the back

Trustee Training in Prairie City on October 20:

- The Board and Director attended training
- Learned about the difference between Friends groups and foundations
- There is required state training for any new board member as of 7/1/25
 - all current members were appointed prior to 7/1/25

New Business

Monroe Public Library Policy Manual Update:

Nicki Tapps moved to approve the following additions to the policy manual. Seconded by Beccy Ver Heul. Motion carried. Rachel will update the manual with approvals.

- Section 11 - Homebound Delivery
- Section 12 - Volunteer Policy (including appendix F)
- Section 13 - Records Retention Policy

Addition of Trustee Training as a permanent agenda item:

- Stacie McCoy moved to add Trustee Training as a permanent agenda item. Seconded by Rachel Purvis. Motion carried.
- 10 minutes of each board of trustees meeting will be dedicated to reviewing a chapter in the Trustee Manual.

Donation to the library in memory of Gwyneth Marilyn Lewis:

- A donation was made to the Friends of the Monroe Library, total of \$1,100.
- Library staff is planning to send a thank you card.

- Mallory will collaborate with Friends to purchase a memorial item in Gwyneth's name.

Trustee Training (10 minutes)

Chapter 1: First Things First

- Board reviewed chapter 1 prior to meeting
- Discussed the Library Ordinance
- Went over the roles and responsibilities of the library director, the city council, and the library board of trustees

Next Meeting

Date: December 3, 2025

Time: 4:15 p.m.

Adjournment

Meeting adjourned by general consent at 5:15 p.m.

Minutes submitted by: Nicki Tapps, Board Secretary