

## **Eureka Public Library Board of Trustees Regular Meeting**

**Date: November 24, 2025**

The Regular Meeting was called to order by President Don Whitman at 6:30 pm

### **Members present:**

Don Whitman  
Tim Martin  
Robin Robinson  
Sandi Sylvester  
Jane Burke  
Lisa Reinmann  
Robin Robinson  
Marj Crowe

### **Staff Present:**

Cindy O'Neill  
Angela Roberts

**Approval of items on the Consent Agenda:** Trustee Reinmann moved and Trustee Burke seconded that the minutes of October 27, 2025, be corrected to state: "the EAV will increase by \$14,703,756 to \$176,364,705." This passed. The minutes were corrected and minutes were approved as corrected. Director O'Neill made the one-word change.

### **Financial Report and Approval of:**

Trustee Burke moved that the October 2025 Treasurer Report be approved. Trustee Reinmann seconded the motion. The motion passed.

### **Committee Reports:**

#### **Finance:**

Trustee Reinmann presented the financial report. Treasurer Reinmann reported that with the budget year 33.32% complete, the library spent \$220,040.01 or 28.4% of the original budget for the year.

Lisa reported that the financial review was complete. Everything is in order.

After discussing the Browning CD and the 1981 Board's original intent for how the funds would be used, Matt Koch suggested we move to make the funds "uncommitted." This will alleviate ambiguity.

The Board will discuss approving the closing of the Browning and Walnut Grove CDs and transferring the funds to the Gift Checking Account at Eureka Community Bank.

We received our final tax distribution of \$19,130.71 from the county.

Cindy reported the following regarding medical insurance: We had an additional full time staff member elect to go on medical insurance for 2026. She calculated the extra expense, and we will be about \$5,395.98 over the 1-405G Health/Life Insurance line. We will also be over the Budget and Appropriation Ordinance health insurance line by \$2,000. She emailed Phil Lenzini and he said it was fine as we have \$35,000 extra in miscellaneous and contingency in the Budget and Appropriation which will

offset this. If those extra funds are used up elsewhere, then as long as we are below 10% overage, we are fine.

#### **Building:**

**Post Office:** Cindy reported that she has scheduled 360 Electric to do an annual HVAC checkup for the post office. Looking through old records, this does not seem to have been consistently done in the past, so she will make it an annual thing. It's scheduled for Wednesday November 26th.

**Library:** Cindy reviewed the October 31<sup>st</sup> email regarding the walk through with Amanda Voorhees of Dewberry. In the board packet are the summaries of two analyses they can do. They are just a general overview of the services they provide for a Library Study and for an Asset Management Overview. She did not give any pricing as they will be tailored to our specific project. She can come to the Board retreat to talk about them in more detail regarding potentially including one or both into the Strategic Plan.

**Friends of the Library:** Trustee Crowe reported on the meeting of the Friends on 11/5/2025. Six were in attendance and all members received the minutes by email afterwards. Financials (since April): Book sales and donations \$623.50; T Shirt and Bag sale \$98.00; Membership \$415.00; Interest \$3.30. Ending balance of \$11, 806.95. A gain of \$971.72. The librarians held a "pop-up" style book sale over a three day period in the Fall. This sale raised \$342.87. We asked for the April 21<sup>st</sup> date for a Quarter Auction at the Barn III. We were able to book that date. We will do the T Shirt and Bag sale again in the Spring. We will make it possible to order at the Sale. We hope to have members available to help patrons order directly online during the sale. Cindy explained the Strategic Planning Survey and gave all members a copy to fill out.

**Children's Library:** Angela reported that the 9<sup>th</sup> Reading Buddies program took place in the Fall. They met 3 days a week for 6 weeks. Forty helpers assisted 50 students. School/Classroom visits continue to grow. Davenport Kindergarteners are coming in once a month. Storytime and the Toddler reading time had 25-40 participants each. Associate Director Roberts is looking at grants to help with Programs, supplies and equipment.

**Director's Report:** Cindy reported that the process of surveying the community regarding strategic planning began mid-month with the help of the Hometown Voice newspaper. Surveys were included in the 11/15 issue. This will reach more households in the district for less money than a mail campaign would. The goal is to get at least 10% of the population to respond. By the time of the meeting 96 paper surveys had been turned in from the community. The staff will be focusing on their surveys in January and the Trustees will have a retreat to discuss their thoughts in February. Cindy proposed closing the library on December 17 for staff training. This was in addition to the holiday closings at the end of the month.

#### **Old Business:**

##### **New Business:**

**Financial Review:** After a discussion Trustee Reinmann moved that the Financial Report and Financial Statements be approved as presented. Trustee Martin seconded. The motion carried unanimously.

**Browning CD:** Trustee Reinmann moved to change the Board's commitment on the Browning CD to "uncommitted." Trustee Burke seconded. The motion carried unanimously.

**Browning and Walnut Grove CDs:** Trustee Martin moved that these be moved to the Gift Account. This is to be done when the CDs mature in 2026. Trustee Robinson seconded. The motion carried unanimously.

**The Board Reviewed: Bloodborne Pathogens Policy; Resolution to Comply Policy: and Chapters 12 and 13 of Serving Our Public.**  
**The Board Reviewed and Approved the Collection Development Policy.**

**Announcements**

**Public Comments**

**Adjournment:** Trustee Sylvester moved to adjourn, and Trustee Robinson seconded. After a vote the meeting was adjourned at 7:17 pm.

  
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President

  
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Secretary