

**Kirkland Public Library  
Board of Trustees Meeting  
December 15, 2025**

**Board present:** Jean Bauer, Clare Hay, Sally Jones, Marian Termini, Lori Finkle, Becky Lamont

**Board absent:** Colleen Kreinbrink

**Others present:** Christopher So, Tina Weaver, Rosie Reintz

**Call to Order:** The meeting was called to order at 6:02 pm by board president Bauer.

**Approval of Minutes:** The minutes of the November meeting were reviewed. Clare indicated that Rosie Reintz was “others present” at the November meeting. Sally pointed out that it was not she who obtained the quotes for library electrical wiring updates, but rather, the Village obtained the quotes and informed Sally of such. Clare made a motion to approve the minutes as corrected and Sally seconded. All approved.

**Director’s Report:** For November, 2025.

- Had 67 patrons, 131 items checked out, and 14 requests through Sierra.
- Eleven attended children’s story time on Thursday mornings over the month of November and 10 adults attended regular book club discussion.
- Three new library cards issued.

Lori asked how many library card holders we currently have. Chris said he would check. Sally motioned to approve director’s report and Clare seconded. All approved.

**Old Business:**

- a. Village agreement update-- There is no update. Nobody from Village Board has approached library staff or trustees with questions or concerns. Somebody commented that two thirds of the business on the agenda for the last village board meeting was not completely addressed because Ryan was not present. Jean questioned if they would be appeased if we agreed to pay our own expenses. Becky added that they currently pay nothing and we should not have to take on expenses having to do with the building at large.
- b. New Facebook page-- It’s set up with our logo and active. Chris has posted about the Palace Project app which replaces Boundless for acquiring audio books. Chris shared the info so that anyone on the “Kirklib” account can link to the Facebook page. Marian asked if our library agendas and meeting minutes are posted and Chris replied that they can be accessed through the Kirkland Library website.

**Financial Report:** Tina Weaver arrived about 6:10 and went through the November finances. The balance was \$121,759.07 on November 30. She noted that we had to pay both Air Cell and Frontier for the month of November as one service began and the other ended. Tina mentioned she was getting suspicious emails that looked authentic, but were part of a scam. The sender was indicating a \$15K amount to be paid. For this reason, Brian B. was asked to check the system for malware and all was well. We are currently over budget on payroll, but the overage is expected to drop as Linda Fett reduces her hours. Marian made motion to approve November financial report, Sally seconded and all approved.

**New Business:**

- a. Palace Project App-- It’s “live” and replaces the Boundless app. It’s also easier to get patrons to sign up. It has a geo-location feature so patrons near the library can set it up on their device.
- b. Library Director’s University-- We need to get Chris registered for that course offered in 2026.

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- c. Salary increases for 2026-- Tina suggested that we are not bound to deciding on raises at this time because the state wage increase requirements have already been honored and, prior to that change, we made wage decisions near the end of the fiscal year (April 30) rather than in December. We are free to do that again. Chris says he has made some recommendations as to hourly wages. Tina suggests we keep our budget in mind while considering wage increases. Linda F. had her official last day, but will still work from time to time to fill in. Mary will take over Linda's position and is learning to order books from Sierra inter-library system. Marian made a motion to determine a different hourly wage for Mary Holtropp and Sally seconded. The wage will be decreased going forward. We also decided not to increase wages until our budget for 2026 fiscal year is in place. Somebody also commented that it is important to call Chris on the telephone rather than texting when there is a time crunch. Another comment was raised about learning to use Narcan and keeping a dose at the library in case the need should arise to use it for a drug overdose.
- d. Incentive Pay-- "incentive" is another term for appreciation gifts that we consider at this time of year. Marian made a motion to go into closed session to discuss incentive pay. Clare seconded and closed session began at about 7:08 pm. After some 20 minutes of closed session discussion and comparing previous years of incentive pay notes, we came out of closed session. Clare made a motion to set a \$1,200 incentive pay budget for seven employees and Sally seconded. Amounts for each individual employee were determined based on how long they've been employed with the library and how many hours they work. We also made a recommendation for a specific amount to which both Mary and Linda's hourly wage should be reduced as of Jan 1, 2026.

**Adjournment?** At about 7:40, Clare motioned to adjourn the meeting and everybody seconded. All were in favor and meeting was adjourned.

Submitted by,

Marian Termini  
Secretary