

**Kirkland Public Library
Board of Trustees Meeting
January 19, 2026**

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

Board absent: Colleen Kreinbrink

Others present: Tina Weaver, Chris So, Rosi Reintz

Call to Order: The meeting was called to order at 6:03 pm by Board President Bauer.

Approval of Minutes: The minutes of the December 2025 meeting were reviewed by all. Sally motioned to approve and Clare seconded. Minutes were approved.

Financial Report: Tina Weaver revised the September, October, and November finance reports to accommodate a correction to the September finances with regards to credit card charges that were not specified at that time. The balance for September is \$128,906.02. For October: \$122,016.26. November finance report had a wording change and the balance was \$121,759.07. For some reason the auditors assessed our insurance for Workman's Comp based on a payroll amount at \$92,800 which is much more than our actual payroll amount in the \$54,000 range. We should expect a refund or a credit at some point. The December financial report was then reviewed. Air Cell did not receive our check and we are also set up for automatic withdrawal from bank account. Sally wanted to stop payment and Marian suggested we wait a bit longer so we don't have to pay a fee to stop payment. We decided to wait until end of January. Balance for December 31 was \$113,958.03. We are over budget on some things. Tina distributed a paper with procedures/guidelines for using tax-exempt status, keeping copies of receipts and deposit slips and such. She also suggested we should be noting who we talk to when calling credit card or billing companies. Linda is still ordering the books for library and they are being shipped to her home. We will need to figure out another method when she completely steps down. Frontier is trying to charge us for early termination. We are appalled and Chris is fighting that. Sally will continue to mail in payments for bills rather than a library employee doing it. Clare motioned to approve the updated September, October, and November financial reports and the most recent December financial report. Sally seconded and all agreed. All reports approved.

Director's Report: For December 2025

- Ninety-nine patrons visited the library and 153 items were checked out with 42 items requested through Sierra.
- Five attended children's story time. Four attended Christmas in Kirkland story time.
- No book club for adults in December
- Eight new library cards issued. Chris presented board with statistics of number of items checked out from library in the last year.
- Winter reading challenge started in December.

Marian made a motion to approve director's report, Lori seconded. All in favor and approved.

Old Business:

- a. Agreement with village update-- We still have not heard back from library about anything. The subject of the library is on the agenda for their Village Board meeting this very night. There is talk of them selling the library though we have still not been approached. It was they who first initiated the discussion about proposing a financial agreement.
- b. Director's University-- It's in August and registration has not opened yet, but Chris will keep checking the website to get signed up.

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c. Other old business-- Jean asked if we're doing anything about electrical updates in basement, but we've not heard anything yet. The village has three quotes for the work.

New Business:

- a. The Budget and new line items for upcoming fiscal year-- Tina presented a budget adoption worksheet with expenditure and revenue pages and offered where changes might be needed. Some amounts were increased and some were decreased. There was a question whether our insurance covers the ancient arrowheads on display. Chris commented that he let the former director know about wage reduction. He also added that he wants the library employees to have a library email address rather than using personal emails and there may be a small cost for that. It's a more prudent practice with regards to FOIA requests in the future. We accommodated this expense in the budget. Tina will update the figures and we will vote on the budget at the next meeting.

Adjournment: Marian moved to adjourn the meeting and Clare seconded. All were in favor and meeting ended at 7:25 pm.

Submitted by

Marian Termini
Secretary