



Dubuque County
Library District

The Dubuque County Library District Board of Trustees met at 5:30 on Tuesday, June 17 at the Asbury Branch, 5290 Grand Meadow Drive, Asbury, IA 52002.

The meeting was called to order by President Kristen Smith at 5:30 p.m.

President Kristen Smith called roll. Present: Jane Boge, Nellie Burk, Terrie Lenger, and Julita Schneider.

Excused: Shawn Coenen, Pauline Joyce, Teresa Reuter, and Van Waggoner.

Also present: Laura Sauser, Library Director; Lauren Offerman, Library Clerk; Sue Ross, guest.

Correspondence: None

Public Comment: None

Minutes: The minutes from the meeting on May 20, 2025, were presented for review and approval. Schneider made a motion to approve the minutes of the May 20, 2025, Board of Trustees meeting, and Boge seconded this motion; all ayes, motion carried.

Financial Reports

Accounts Payable:

Smith requested a motion to approve the Accounts Payable Report. A motion was made by Lenger and seconded by Burk; all ayes, motion carried.

Account Balance:

Five chairs were purchased from Library Furniture International at a discounted rate compared to the order placed in May. In May, the purchase of two chairs cost the library \$2,028.00, while the June order was \$3,908.00 for five chairs.

Offerman reported that starting July 1, the P-cards will be recorded in the balance sheet by statement. Previously, card purchases were recorded as they occurred up to the board meeting. However, for auditing purposes, Offerman is opting to follow the monthly statements provided by the bank. The timing of purchases will be different, but the board will still see any missing purchases in the next month.

Smith requested a motion to approve the balance sheet. A motion was made by Schneider and seconded by Lenger; all ayes, motion carried.

Director's Report

Sauser reported that she is working with the County Auditor's office to determine the amount the library has in reserves. Some of these funds may be used to purchase materials for the Farley Library project.

Sauser suggested the board devote part of the July meeting to reviewing progress on the 2022-2027 strategic plan. She will work with the staff to document updates to share at the July meeting.

Sauser is working on locations for the FY26 board meetings. Board meetings will take place every third Tuesday of each month at 5:30 p.m. We hope to be able to meet at the new Farley library before the end of the fiscal year.

Committee Reports

Farley Library & Community Center

Boge reported that the fundraising committee continues to try to secure donations. They are working with two families who may be willing to pay \$250,000 for naming rights to the building. The committee has several ideas for fundraisers including Back to School Night in the Park, music bingo, puzzle event, and a Christmas tree auction. Sauser shared that the Friends of the Library are planning to hold their own "Puzzle Palooza" fundraiser on November 15 and suggested the committee try to hold their puzzle event later so as not to compete.

Boge also reported that the locations for the Wi-Fi drop points in the Community Center portion of the building have been identified.

When marketing the Farley DCLD Branch, Boge noted that the committee refers to the building as the "Farley Community Center and Library" instead of vice versa. Boge believes people usually care about one or the other, but there is a lot of community support regardless.

Human Resources:

Sauser announced that Paige Wallace started her position as a 15-hour library clerk. Schneider questioned Wallace's hours, as she was a teacher. Sauser confirmed that during the school year, Wallace would work weekends and evenings.

HR: Sauser and NICC will begin interviewing candidates next week for the Peosta Branch Library Clerk position. Sauser confirmed this position does not require you to be a student at NICC; it is posted to the public, and anyone can apply.

Discussion:

The Asbury branch will host the house/welcome reception; the event will precede the July 15 board meeting. The reception will be from 4:30 to 5:30 p.m. The scheduled Board of Trustees meeting will proceed immediately after the reception concludes at 5:30 p.m.

Unfinished Business:

There was discussion about the possible expansion of library hours at the Holy Cross, Epworth, and Farley branches. Sauser and Ryan Bankson, Circulation Manager, will analyze data on usage and patron visits for the FY25 fiscal year. Ross suggested they consider alternating hours between Farley and Epworth as it is easy for patrons to travel between those locations if one is not open.

Sauser confirmed the discussion of a drive-up book drop at Asbury will be tabled; it may resume within the 2026 fiscal year.

New Business:

Sauser reported that Susan Henricks has been appointed to serve as the Dubuque County representative on the board effective July 1.

Outgoing trustees Pauline Joyce and Terrie Lenger were thanked for their board service with framed certificates and thank-you cards signed by DCLD staff. Their terms will end on June 30, 2025.

Sauser will work on updating the board member contact list before the next meeting.

There was discussion about officer roles for FY26. Smith has agreed to remain as President for another year, Coenen will be Vice Chair. Schneider has agreed to serve as Vice Chair for FY27 in hopes of starting a two-year rotation with the Vice Chair moving into the President role the following year. Schneider moved to approve the slate of officers for FY26, seconded by Burk; all ayes, motion carried.

Schneider and Lenger requested that Smith contact board members via email about committee assignments for FY26 including a description of each committee.

Discussion:

Lenger inquired about who uses the hotspots and how much they cost. The total monthly cost of hotspots is \$440. One has gone missing, and a replacement was purchased.

Sauser will send a reminder about the reception before the July meeting. Members should plan to show up by 4:30 p.m. and wear their name badges. Lydia will take photos of each board member with their favorite book that evening to post on the website and social media.

The meeting was adjourned at 6:16 p.m.

Minutes submitted by Lauren Offerman.