



Dubuque County
Library District

The Dubuque County Library District Board of Trustees met at 5:30 pm on Tuesday, April 21 2026, at the Peosta Branch, 8342 NICC Drive Peosta, IA 52068.

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

President Smith called roll. Present: Nellie Burk, Susan Henricks, Shawn Coenen, Teresa Reuter, Sue Ross, and Van Waggoner.

Jane Boge and Julita Schneider attended via Zoom.

Also present: Laura Sauser, Library Director; Lauren Offerman, Library Clerk

Approval of Agenda:

Burk made a motion to approve the agenda, seconded by Coenen. All ayes, motion carried.

Correspondence: None

Public Comment: Sauser read the trustees a letter of support sent from an anonymous librarian.

Minutes

The minutes from the March 17, 2026, board meeting were provided for approval. Smith requested a motion to approve the minutes of the March 17 meeting. Moved to accept by Ross, second by Coenen. All ayes, motion carried.

Financial Reports

Accounts Payable –

Annual invoices for various subscriptions and databases are starting to come in. Sauser highlighted the invoice from Playaway Products for the purchase of Wonderbooks, a new addition to the collection. A portion of the Enrich Iowa Funds have been designated to refresh the Gale nonfiction eBook collection, which has not been refreshed since 2019. In July, two staff members are attending the ALA conference in Chicago; their memberships, registrations, and hotel fees were able to be paid in advance this fiscal year.

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

Account Balance -

Based on projections, the Insurance and Full-Time Salaries will come in under budget. Sauser and the rest of the staff are working to spend down the remaining budget lines before year-end.

Smith requested a motion to approve the Accounts Balance Report. The motion was made by Burk and seconded by Waggoner. All ayes, motion carried.

Director's Reports:

The new Epworth clerk, Meghan Stratton will start on April 23.

Kathy Nicholson, the new Children's Programming Specialist, started the first week of April.

Sauser presented the Community Engagement Report and spoke on events in which DCLD will have a presence.

Sauser met with the directors of the NICC, Carnegie-Stout, James-Kennedy, and Cascade libraries to discuss and compare policies. Sauser drafted updates to the Circulation and Emergency Policies as a result.

Sauser reported that patron visits are up 1 percent, and there have been 1,000 new cardholders added since January.

Report of Committees:

Farley Committee- Sauser announced significant dates regarding the Farley Library and Community Center project: The public hearing will take place May 6, the due date for bids is May 14, and November 13 is the goal for project completion.

Sauser is working with the selectors to calculate the materials needed for the new shelves and to begin ordering in advance.

The finance committee met in early April to review the budget as the fiscal year concludes. Four out of date computers have been replaced under the hardware budget, and the remaining amount will be spent on monitors. The remaining staff chairs that were not replaced last fiscal year will be purchased from the Library Furniture line. The Office Equipment budget will be spent on the purchase of a new public printer/copier for the Asbury Branch.

Unfinished Business:

The Circulation Policy was presented with updates from the March 17 meeting. As mentioned in the directors' report, Sauser compared circulation policies with area library directors. Sauser spoke with her contact at the Dubuque schools and reported that the school cards are set up by grade and not by age. New language on how parents can opt out of school cards has been added to the Circulation Policy. Family cards and linked cards will not require one location to ensure accessibility for blended families who may live at different addresses. Overdue materials under a family card will require action from an adult; linked cards will remain unaffected. Sauser

provided drafted language for parents to promote on the website. Schneider volunteered her family to help pilot for the linked card.

Smith requested a motion to approve the Circulation Policy with modifications. A motion was made by Waggoner and seconded by Ross. All ayes, motion carried.

Sauser shared the Emergencies Policy and the proposed criteria for taking shelter. The policy will be revised again at a later date when we have moved into the new Farley location.

Smith requested a motion to approve the Emergencies Policy with the proposed modifications. A motion was made by Coenen and seconded by Waggoner; all ayes, motion carried.

New Business:

The board discussed the proposed new Public Participation in Library Board of Trustees Meetings policy draft. Sauser confirmed that public comment can include secondary sources, such as recordings or videos. Section 21.7 of Iowa Code Chapter 21 allows the board to enact reasonable rules to enforce order. There was discussion on what is considered disruptive to the proceedings of board meetings.

Smith requested a motion to approve the Public Participation in Library Board of Trustees Meetings policy. A motion was made by Henricks and seconded by Reuter; all ayes, motion carried.

The two ad hoc committees assigned to review two books for reconsideration gave their recommendations to the trustees. The committee that read *All Boys aren't Blue* by George M Johnson recommended keeping the title in the young adult section until it comes up to be weeded in our regular weeding cycle. The committee that read *Let's Talk About It* by Erica Moen recommended keeping the title in the young adult section for its circulation lifespan as well.

Smith requested a motion to accept the recommendations for both books. A motion was made by Reuter and seconded by Ross; all ayes, motion carried.

The meeting adjourned at 6:35 p.m.

Minutes submitted by Lauren Offerman.