



Schreiner Memorial Library
Board of Trustees Meeting, August 2025

1. Call to Order

The board meeting was held on August 13, 2025, at Schreiner Memorial Library and began at 5:00. The meeting was presided over by Mr. Pennekamp, with Ms. Younce as secretary.

2. Roll Call

Board members present: Breanna Callahan, Carrie Ingebritsen, Matthew Pennekamp, Carrie Post, Brittani Reuter, Shannon Younce, Lisa Wolynec - Zabel

Director present: Martha Bauer

Guest present: James Hibbard

3. Secretary's Report

A motion to approve the secretary's report was made by Ms. Wolynec - Zabel and seconded by Ms. Ingebritsen. The motion was approved unanimously.

4. Treasurer's Report

The treasurer's report was presented by Ms. Bauer. A motion to approve the treasurer's report was made by Ms. Reuter and seconded by Ms. Callahan. The motion was approved unanimously.

5. Library Director's Report

The library director's report was presented by Ms. Bauer, and was discussed by the board.

Ms. Post mentioned a potential grant opportunity. It may assist with capital investment(s) / shelving.

Ms. Wolynec- Zabel mentioned an issue regarding water temperature of restroom faucets, and asked about system staff visits.

Mr. Pennekamp noted a circulation dip, in tandem with a rise in visitors.

A motion to approve the library director's report was made by Ms. Ingebritsen and seconded by Ms. Post. The motion was approved unanimously.

6. Public Comments, Presentations, & Communications

James Hibbert asked about the library's strategic planning. Ms. Bauer informed him the information is

available on the library's website. He requested a paper copy, as well, and Ms. Bauer agreed to provide it.

Ms. Younce submitted two thank you letters (Rep. Tony Kurtz, Danielle Zimmerman) for consideration. The letters were read and signed by all board members.

7. Trustee Reports

Ms. Reuter and Ms. Wolynec - Zabel both attended Library Board Trustee Training.

Walking quorums were discussed at the training, and Ms. Reuter and Ms. Wolynec - Zabel discussed this topic with the board. Ms. Wolynec - Zabel proposed preparing a regular form for events likely to cause a walking quorum.

Ms. Callahan proposed posting a caution / form for a potential walking quorum at library events held on days the board isn't scheduled to meet.

Ms. Reuter also mentioned boosting county funding and spending policies. Mr. Pennekamp informed her the city has a spending policy, but the library does not. A spending policy may be discussed at another time.

Ms. Wolynec - Zabel mentioned local versus state government regarding policy / attendance, and commented on the many libraries represented at Trustee Training. Ms. Wolynec - Zabel also said the city council should receive copies of the annual report.

Ms. Younce and Ms. Post said they are scheduled to attend webinars for Trustee Training week later in August.

8. Committee Reports

The Budget Committee will report in closed session.

The Plaza Committee is next anticipating a fall meeting, and the Budget Committee is next anticipating a winter meeting. Ms. Callahan and Mr. Pennekamp noted a possible need for fluid scheduling.

9. New Business

a) A motion to move to closed session was made by Ms. Younce and seconded by Ms. Post. The motion was approved unanimously.

Closed Session

b) A motion to return to open session was made by Ms. Post and seconded by Ms. Wolynec - Zabel. The motion was approved unanimously.

c) A motion to approve the Budget Committee's 2026 budget was made by Ms. Younce and seconded by Ms. Post. The motion was approved unanimously.

d) A motion to approve the Confidentiality of Records policy was made by Ms. Reuter and seconded by Ms. Wolynec - Zabel. The motion was approved unanimously.

e) Ms. Younce asked about clarification on a point of the Trustee Ethics Statement. The statement was read and signed all the board members.

10. Adjourn

A motion to adjourn was made by Ms. Wolynec - Zabel and seconded by Ms. Post. The motion was approved unanimously.