

Farmington Area Public Library District
Regular Board Meeting Minutes
Tuesday, November 11, 2025, 6:00 PM

I. CALL TO ORDER

President Connell called the meeting to order at 6:01 p.m.

II. ROLL CALL AND DETERMINATION OF QUORUM

Roll Call by Secretary Lettow - members present: Linda Bearden, Emylee Bitner, Maggie Connell, Kristi Gronewold, Elise Haroldson, Nick Hoffmann, Nicole Lettow. Also present: Director Rebecca Seaborn and Recording Secretary Jeanne Thomas.

III. RECOGNITION OF VISITORS TO THE MEETING

No Visitors. At 6:37 p.m. Nate Parrott from Hutchison Engineering Inc. arrived.

IV. APPROVAL OF THE AGENDA

Trustee Lettow moved to approve the agenda. Trustee Gronewold seconded. There was unanimous approval.

V. PUBLIC INPUT

No Input

VI. COMMUNICATIONS TO THE BOARD

No Communications

VII. REGULAR BOARD MEETING MINUTES: SEPTEMBER 09, 2025

Trustee Bitner moved to approve the minutes. Trustee Haroldson seconded. There was unanimous approval.

VIII. BILLS SEPTEMBER 2025

Approval of bills: Resolved that the bills in the amount of \$4,780.60 be approved. Trustee Lettow moved to approve the September 2025 bill list. Trustee Gronewold seconded. The roll call vote was unanimous in approval.

IV. BILLS OCTOBER 2025

Approval of bills: Resolved that the bills in the amount of \$57,439.66 be approved. Trustee Bearden moved to approve the October 2025 bill list. Trustee Hoffmann seconded. The roll call vote was unanimous in approval.

IX. TREASURER'S REPORT SEPTEMBER 2025

Trustee Lettow moved to approve the Treasurer's Report for September 2025. Trustee Haroldson seconded. The roll call vote was unanimous in approval.

X. TREASURER'S REPORT OCTOBER 2025

Trustee Haroldson moved to approve the Treasurer's Report for October 2025. Trustee Bearden seconded. The roll call vote was unanimous in approval.

XI. DIRECTOR'S REPORT

This month's library newsletter featured the receipt of a new Amish rocking chair from the Farmington Rotary in memory of Kent Kowal. Facet Technologies replaced our defective Wi-fi access point. Spoon River Mechanical replaced the water heater that blew a hole. Fortunately, it was still under warranty so the only cost to the library is the service call. Tech Electronics sent a service technician to trouble shoot the problem with the fire and burglar alarm system. The furnace sensor on unit 2 in the mezzanine was bad, so he replaced it. YESCO has reached out to us about one of the parking lot lights on the west side that is going out. Director Seaborn has reached out to them about servicing it. She contacted H&H Lighting about the flagpole light that is out.

Director Seaborn received a letter from the company that made our digital sign stating that Watchfire will discontinue support for the modules in units older than 10 years. They will continue to support the software and provide technical support but if something breaks in the future, we may have to consider purchasing a new sign rather than trying to fix the existing one.

Director Seaborn reached out to Zac Chatterton regarding the process of building a pavilion. He suggested getting in contact with Shane Larson with Hutchinson Engineering Inc. who he has used to do several projects for the school district. She emailed Shane and had a meeting with him and Nate Parrott on October 6th. She invited Nate Parrott to attend tonight's meeting so that he could answer questions regarding this project.

The Carnegie Corporation of New York is awarding a \$10,000 gift to all Carnegie Libraries nationwide in commemoration of the 250th anniversary of the signing of the Declaration of Independence. Even though our library no longer exists in the old Carnegie building, we still acknowledge our association with Carnegie making us eligible to receive this gift in the new year.

Director Seaborn has attended several directors' meetings in the past two months. She and Jeanne Thomas attended free training on recognizing an opioid overdose and how to administer an antidote. The next step is to train all our staff as the law requires one trained staff member always be on site. Christine Casteel and Director Seaborn attended the ILA Conference in Rosemont, IL.

Director Seaborn reviewed the conclusion of the current after-school clubs, the launch of new ones, and the other programs happening at the library.

XII. COMMITTEE REPORTS

No Reports

XIII. UNFINISHED BUSINESS

No Business

XIV. NEW BUSINESS

A. Nate Parrott with Hutchison Engineering Inc. – Pavillion Build

Nate Parrott answered several questions regarding the pavilion proposal. Trustee Lettow moved to hire Hutchinson Engineering Inc. to perform Professional Survey and Engineering Services related to the proposed Pavillion in the west yard of the Farmington Area Public Library District. Trustee Connell seconded. The roll call vote was unanimous in approval.

B. General Operations Policy

Director Seaborn explained the changes that she made to this policy. She and the Board discussed and reviewed the General Operations Policy.

Trustee Haroldson moved to adopt the General Operations Policy as presented. Trustee Hoffmann seconded. There was unanimous approval.

C. Holiday Bonus

Director Seaborn presented the Board with her holiday bonus recommendations. The Board discussed the staff holiday bonuses.

Trustee Gronewold made a motion to approve the holiday bonuses as discussed. Trustee Bitner seconded. The roll call vote was unanimous in approval.

XV. CLOSED SESSION

No Closed Session

XVI. ADJOURNMENT

Trustee Hoffmann motioned to adjourn the meeting. Trustee Lettow seconded. There was unanimous approval. The meeting was adjourned at 9:02 p.m.

Respectfully submitted,

Nicole Lettow, Secretary
Jeanne Thomas, Recording Secretary