

Lester Public Library of Arpin Meeting Agenda
8091 Cty Rd. E., Arpin, WI 54410 May 12, 2025, at 7 p.m.

Called to Order: 7:01

Present: Annette Pyke, Rachel Schmuhl, Tiffany Draeger, Melissa Hardinger

Absent: Steve Van Wyhe

Guests: Stacy Kundinger, Karmen Bouma, Debbie Haupt

ACTION ITEMS

Approve April 2025 minutes

Move to accept April minutes as presented.

Motion made by Rachel Schmuhl, Seconded by Annette Pyke

Approve April 2025 expenses

Move to accept April expenses as presented.

Motion made by Tiffany Draeger, Seconded by Annette Pyke

Approve April 2025 payroll

Move to accept April payroll as presented.

Motion made by Tiffany Draeger, Seconded by Annette Pyke

Library Director Report & Updates:

- Spring programming has been successful with the Digging into Spring Bunny Pot, Teen and Young Adult Game Night at the Library and the DIY Copper Swirl Suncatcher programs as well as the Crack the Code Scavenger Hunt and April Checkout Challenge.
- April was also another record-breaking month with patron visits being the highest in ten years.
- The Story Hour spring finale will be held on Wednesday, May 21 with a graduation ceremony and retirement celebration for Ms. Joyce.
- Summer Library Program registration is open. The 2025 Color Your World Program will run from June 17 – July 29. Large scale programs will be held each Tuesday at 10:30 am at Kandy Kane Park or the Village of Arpin Public Safety Building. The teen/adult program will return this year and meet on Tuesdays at 2 pm at the library. The 2025 event line-up includes:
 1. June 17 – Night Moves Owl Program with The Raptor Education Group.
 2. June 24 – Let's Create Art in the Park.
 3. July 1 – Discover Therapy Dogs.
 4. July 8 – J & R Aquatic Animal Rescue
 5. July 15 – Dan Kirk: The Juggler with the Yellow Shoes
 6. July 22 – Bombastic Bubbles
 7. July 29 – Finale Picnic
- The library would like to thank Altrusa International of Marshfield for their generous donation to support the Summer Library Program.
- Desktop PC and patron laptop purchases were discussed.

Board Discussion:

- Review/Update the Library Director Job Description
- Review/Update the Incident Report form
- Library Assistant Review & Wage Adjustment

Approve the Library Director Job Description

Move to accept the Library Director Job Description with changes.

Motion made by Tiffany Draeger, Seconded by Melissa Hardinger

Approve the Incident Report form

Move to accept the Incident Report form as presented.

Motion made by Tiffany Draeger, Seconded by Melissa Hardinger

Approve Library Assistant Review

Move to accept the Library Assistant review with wage increase.

Motion made by Rachel Schmuhl, Seconded by Tiffany Draeger

Approve Library Assistant wage increase.

Motion made by Tiffany Draeger, Seconded by Rachel Schmuhl

Future Agenda Items:

- Review/Update the Internet Use Policy
- Review/Update the Confidentiality of Patron Records Policy
- Review/Update the Materials Selection and Collection Development Policy
- Review/Update the Gift and Donation Policy

Motion to adjourn by Tiffany Draeger, Seconded by Rachel Schmuhl. 7:28 p.m.

Next meeting will be held Monday, June 9 at 7 p.m. Meetings are open to the public.