

**Farmington Area Public Library District**  
**Regular Board Meeting Minutes**  
**Monday, December 16, 2024 5:00 PM**

**I. CALL TO ORDER**

President Connell called the meeting to order at 5:03 p.m.

**II. ROLL CALL AND DETERMINATION OF QUORUM**

Roll Call by Secretary Lettow - members present: Linda Bearden, Maggie Connell, Kristi Gronewold, Nicole Lettow. Also present: Director Rebecca Seaborn, Recording Secretary Jeanne Thomas.

Not Present: Sara Balagna, Elise Haroldson, Lisa Uptmor

**III. RECOGNITION OF VISITORS TO THE MEETING**

No Visitors

**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**

Staff Christmas bonus thank you letters were handed out to each board member.

**VII. REGULAR BOARD MEETING MINUTES: NOVEMBER 18, 2024**

Trustee Bearden moved to approve the minutes. Trustee Lettow seconded. There was unanimous approval.

**VIII. BILLS NOVEMBER 2024**

Approval of bills: Resolved that the bills in the amount of \$6, 402.14 be approved. Trustee Lettow moved to approve the bill list. Trustee Connell seconded. The roll call vote was unanimous in approval.

**IX. TREASURER'S REPORT NOVEMBER 2024**

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

**X. DIRECTOR'S REPORT**

Director Seaborn reached out to Trey David from Facet about reworking the proposal for us. He was going to talk to his tech people and see where they could cut some of the labor costs. She spoke with him today and the proposal still wasn't correct. The flag pole lights are no longer working and the metal strap that holds the bottom of the flag to the pole has broken. The flag has been removed for now because you can't fly a flag that isn't lit.

Director Seaborn is working on the Per Capita Grant paperwork which is due January 30, 2025. She will be meeting with Dan Kiesewetter from Kiesewetter Insurance on January 8, 2025 to review the library's insurance policies. Director Seaborn had a meeting with Streamline regarding the compliance laws and how the library website is going to change. They are implementing the

new changes now at the current cost but their services will increase next fiscal year. She will adjust the FY26 budget to reflect the increase.

Two movie programs have been planned for this month. This is the last week of after school clubs for this year and the 2025 club dates have already been set. Summer reading planning will be starting soon.

**XI. COMMITTEE REPORTS**

No Reports

**XII. UNFINISHED BUSINESS**

No Business

**XIII. NEW BUSINESS**

A. Circulation Policy

Director Seaborn and the Board reviewed and discussed the circulation policy.

Trustee Lettow moved to adopt the Circulation Policy as presented. Trustee Gronewold seconded. There was unanimous approval.

B. Confidentiality of Records Policy

Director Seaborn and the Board reviewed and discussed the confidentiality of records policy.

Trustee Lettow moved to adopt the Confidentiality of Records Policy as presented. Trustee Bearden seconded. There was unanimous approval.

**XIV. CLOSED SESSION**

No Closed Session

**XV. ADJOURNMENT**

Trustee Gronewold motioned to adjourn the meeting. Trustee Lettow seconded. There was unanimous approval.

President Connell adjourned meeting at 5:26 p.m.

Respectfully submitted,

Nicole Lettow, Secretary  
Jeanne Thomas, Recording Secretary