

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Company E Room
September 23, 2025

Called to order at 4:02pm by Chair Witt

Present: Chair Witt, Vice Chair Halverson, Trustee Lane, Superintendent of Schools Zimmerman, Teen Representative Lance

Absent: Secretary Stojanovic, Trustee Englebert, Trustee Franzoi, Trustee Turner, Trustee Wickman

Also Present: Director Kopetsky, Business Manager Kozerski, Public Services Manager Raschke and Programming Services Manager Moore-Nokes

Public Comment/Communication

None.

A motion was made by Zimmerman, seconded by Witt to continue the meeting citing State Statute 43.54(1)(e). Motion carried.

Consent Business

A motion was made by Zimmerman, seconded by Halverson to approve the Library Board of Trustees meeting minutes from August 26, 2025. Motion carried unanimously.

A motion was made by Halverson, seconded by Lane to accept the approved minutes of the Board Governance Committee meeting from May 27, 2025.

A motion was made by Halverson, seconded by Zimmerman to accept the approved minutes of the Board Policies & Personnel Committee meeting from August 27, 2024.

Authorization of Bills

A motion was made by Halverson, seconded by Lane to authorize payment of the September 2025 bills from the 2025 budget and endowment accounts. Discussion ensued. Motion carried unanimously.

Updates

Staff Reports

- Raschke reported that he will be working with Valley Work Support on an eight-week internship. This program helps young adults gain job skills and working knowledge. Raschke is also working on updating workflow procedures and training staff.
- Moore-Nokes shared that staff is working on programming through the end of the year now that summer reading has ended. Several literacy initiative elements are being reworked and launched, including: 100 Books Before Kindergarten, 500 Books Before Middle School and 100 Books Before Graduation. Workforce Development will have standing office hours for the public at the library on a weekly basis.
- Teen Representative Lance shared that the Teen Volunteer Council was busy this month creating and sewing patches on a book-themed scarecrow that was submitted as an entry for Harvest Fest. 2nd place was awarded. Teens are also working with staff to curate a banned books display to coincide with Banned Books Week. The Role-Playing Games and Teen Test and Taste continue to be popular programs.

Friends Update

- Trustee Lane shared that:
 - Friends took in about \$430.00 in profit from the Courtyard Market and over \$100.00 from the Harvest Fest.
 - Hawkins Ash has been engaged for an audit.

- There are tentative plans to hold a holiday craft and artisan fair for later this year that may also include a used booksale.
- The Friends board has voted to take on the Courtyard Market in 2026 as a fundraiser.

New Business

2026 Budget Process

- Director Kopetsky reported that the 2026 budget process may be more challenging than prior years, mostly due to levy limit constraints and thus the ability to maintain funding. Discussion ensued.
- Director Kopetsky advised the board that he will submit the budget that was passed by the board last month, but will look for ways to alleviate these constraints. Discussion ensued.
- The library's budget hearing will take place on Wednesday, November 12 at 5pm.

2025 Strategic Planning Process

- Library staff met with WiLS the morning of September 9th for a pre-process meeting to outline the strategic planning process. A summary from WiLS is forthcoming.
- Kopetsky has put together a committee that includes representatives from library staff, city government and the Friends group. Work will begin next month. Discussion ensued.

Director's Report

- Usage and demand of library spaces by the public continues to be strong. The library is better equipped to handle this demand post-renovation because of the new dedicated programming spaces like the Teen Space and art wall/atrium area.
- Library staff is looking at ways to merchandise the physical collection to boost circulation.
- Some portions of the literacy program have been put on hold until funding can be secured. Discussion ensued.

August Statistics

- Visitor numbers continue to be high, as well as SMITHworks visitors and programming attendance.
- SMITHworks usage and increased library card applications appear to be correlated, as certification in the space requires a valid library card.

2025 Budget Status

- Staffing costs are at an expected level, some lines are projected to come under budget.
- We continue to see some lines expended faster than anticipated, mostly due to the increase in programming costs and those related to increased building usage. Discussion ensued.

Adjourn into Closed Session

This agenda item was tabled for the October meeting.

The next regular meeting will be Tuesday, October 28, 2025 at 4:00pm.

Adjournment

Meeting adjourned at 4:41pm.

Respectfully submitted,
Eva Kozerski