

Yutan Public Library Board Minutes

Monday February 2, 2026, at 6:30 PM Location: Yutan Public Library

Notice of meeting was posted at the Post Office, City Office, and the bank by Dawn Ford. Director Laurie Van Ackeren posted at the library.

1. Call to Order

The meeting was called to order by President Michelle Dahlhauser at 6:32 PM. Library Board members Casey, Chittenden, Hapke and Ford were present. She advised the Open Meeting Act is posted on the West wall.

2. Roll Call: Lynn Hapke, Elizabeth Casey, Kelsey Chittenden, Michelle Dahlhauser and Dawn Ford present.

Absent: none

Also present: Director Laurie Van Ackeren

3. Visitors: No sign in sheet

4. Consent Agenda

a. Motion to approve January Minutes with corrections was made by Dahlhauser, seconded by Ford. Yeas- Hapke, Casey, Chittenden, Dahlhauser, Ford. No- none, Motion Carried.

b. Motion approving no correction needed to December minutes made by Dahlhauser, seconded by Casey. Yeas- Hapke, Casey, Chittenden, Dahlhauser, Ford. No- none, Motion Carried.

5. Open Discussion from the public: None

6. Bills and Financial Reports

a. Approval of January Financial claims motioned by Hapke, seconded by Chittenden. Yeas- Hapke, Casey, Chittenden, Dahlhauser, Ford. No-None, Motion Carried.

b. Expense & P&L report for January 2026 provided by City Clerk/ Treasurer Bolter

7. Directors Report

a. Director Van Ackeren presented the library statistics for January 2026.

b. Director Van Ackeren advised the library would be closed 2/16/26 in observance of Presidents Day, and 3/21/26 due to no available staff.

c. Van Ackeren proposed inviting Scott Childers to a board meeting. No action/ approval was given.

d. Attendance for Feb 26, 2026, Directors meeting in Wilbur, Ne was approved by the board for Director Van Ackeren to attend. City Clerk/ Treasurer Bolter advised the city car may not be available and that instead reimbursement fees would have to be paid.

- e. Director Van Ackeren asked that it be put in the minutes that the outside bench still has not been fixed/painted, which has been requested since May 2025. City Clerk Bolter stated that it will be worked on when the maintenance department has time or that the library could possibly have one donated at the same time as the city receives donated benches in the park.
- f. When the library is closed for Emergency, Van Ackeren will contact the city office, Chittenden and Hapke. If the school is closed due to weather, the library will be closed. Library Board Request to review Policy regarding inclement weather in March.
- g. 2/7/26, Ice Cream Breakfast will be supplied with donations from the Library Board and serviced by Lisa, Chittenden and Hapke.
- h. 3/15 & 3/25/26, Clay flower frame craft will be held. Estimated cost to the library \$35.00.
- i. 3/19/26, Board game night with pop and popcorn. Estimated cost to the library \$30.00.
- j. Director Van Ackeren requested the board research Noah's Arc for the summer program and would like to not move forward with the youth book club due to low attendance. Board member Casey asked about the summer reading program and if they were two different programs. Director Van Ackeren stated that they are and that she will continue with the summer reading program for all ages.
- k. Director Van Ackeren said the library "staff is under her" and any communication regarding their employment should be run by her and they should not be contacted by the board or anyone else.

8. Discussion Items

- a. Elizabeth Casey: Promoting the Library
 - i. Board member Casey provided information regarding the approval of posting events in the Chieftain Chatter. She stated that Director Van Ackeren is to provide the school with Director name, email address and phone contact, and to clearly state the event is hosted by the public library, not the school. The school secretary will format. Board member Casey stated that she will get a clarification when the school secretary needs the information to get it out in time for the Chieftain Chatter.
- b. Lynn Hapke:
 - i. Board Responsibility

- ii. Timecard Approval: Board member Hapke asked to have it so that any board member may approve employee timecards. President Dahlhauser provided feedback from the city office regarding timesheets. Extra attention should be given to provide accurate information, including notes explaining clocking in or out when not at the physical library.
- c. Volunteer Discovery Items from Legal and Insurance
 - i. City Clerk Bolter stated that she had received feedback from both the attorney and insurance company that there can be volunteers with or without staff present in the library. She also stated that everything within the library is covered and that anything private or confidential should be locked away. Director Van Ackeren's "wish list item" is a new desk and filing cabinets with locks.

9. Action Items/ Approval of:

- a. Director Van Ackeren presented the board with a list of programs with Wildlife Rehab. The program will take place over the next six months beginning on February 20th and going until July. Hapke motioned to approve Wildlife program, seconded by Chittenden. Yeas- Hapke, Casey, Chittenden, Dahlhauser, Ford. No: None, Motion Carried.
- b. President Dahlhauser motions to Table Library hours, seconded by Ford. Yeas- Hapke, Casey, Chittenden, Dahlhauser, Ford. No: None, Motion carried.
- c. President Dahlhauser motions to table employee policy review, seconded by Casey. Yeas- Hapke, Casey, Chittenden, Dahlhauser, Ford. No: None, Motion carried.
- d. VanAckeren requests policy clarification on advanced programs and expenses.

10. Items for next meeting

- a. March action item- Lesli Pool (sub) available after February 1st.

11. Adjournment

- a. 9:02 pm Smith- Dahlhauser motion to adjourn, seconded by Casey. Yeas- Hapke, Casey, Chittenden, Dahlhauser, Ford. No: None, Motion carried.

The next regular Library Board Meeting will be March 2nd, 2026, at 6:30 PM.

Submitted by: Dawn Ford, Secretary