

## Meeting Minutes – Cameron Library Board –February 23, 2026

Present: Char Tubbs, Judy Erickson, Russ Hulback, Wendie Brooten, Kathy Krug, Jeremy Tepaske, and Dawn Ayers.

Minutes from the January 26, 2026 meeting were reviewed. Char moved to accept the minutes with a second by Jeremy.

### **Finance Report**

Checking account balance remains: \$5,806.56. The check register balance shows the balance is \$5,307.36, which is a difference of \$499.20. The official bank statement balance is normally what is reported at board meetings. In closing out 2025, Dawn found that the Aquatic Animal Rescue did not cash the check issued for the program they provided in 2025. The check was lost; the library board will reissue the payment out of the library's checking account.

Copies & faxes for January 27 – February 19 totaled \$53.90 (\$35.90 copies, \$18 fax).

Ardith has resigned, so there is transitioning taking place at the Village Hall. Dawn will contact Laurie to clarify the library's bill paying procedure since it is slightly different from other departments.

Our year-end, Pay- by- Invoice billing statement payment that should have been issued to Amazon is a month overdue; Laurie is looking into it.

More ACT 150/420 money just came in: \$ \$299 (#277801), Polk County; \$3,054.32 (#332597), Chippewa County.

### **Expenditures**

Credit Card, \$46.99 out of Supplies for paper from Amazon: This amount was already approved in November, but the paper was not shipped until January. Dawn asked Laurie to discard this for re-approval. \$35.99, Amazon Capital Services for books; \$78 for 100 stamps out of Postage.

Char moved to accept the expenditures with a second by Kathy.

**Activities** 1,235 items circulated in January, 584 items were borrowed from other libraries, 683 items lent to other libraries, 2 new patrons registered, 147 items added to the collection, 400 wireless users, 404 electronic check-outs and 355 website visits.

February activities focused on administrative tasks.

Dawn has cataloged and processed new items, which was quite time-consuming. In February, Deb and Dawn took an inventory of supplies so that the library could take advantage of the annual group ordering offered by IFLS. Elizabeth and Dawn had Emergency Action Plan/Fire Extinguisher/Right to Know/Hazcom training with Brian Johnson. He did send Emergency Action Plan documentation to Ardith, the library and to Jaden that needs approval from our authorizer at Village Hall. Dawn will make sure Laurie has this. Brian also found that the on-site defibrillator needs the pediatric pads replaced. His office sent Dawn the info; she will need to forward that to Village Hall, as the Village is responsible for the condition of the device and replacement materials. Library staff agreed to take responsibility for the emergency measures that need to be in place for the Center, in addition to the library.

Last month, Dawn mentioned partnering with Chippewa River Industries, which is a job placement service that works with DVR (Division of Vocational Rehab). Dawn has agreed to allow an intern to work at the library for six weeks. CRI pays the wages, insurance and conducts a basic background check in exchange for training.

Dawn attended "Making Summer Reading Easier" webinars for continuing education. The presentations provided great ideas for expanding programming with less effort.

Annual Report is due for submission today, so Dawn worked on that in January and February.

### **Facility Report**

The emergency light in the library main entrance was completely replaced and a new one installed.

Dawn reported unusual sounds and a slight propane odor coming from the heating unit to Jaden. Bartingale responded immediately, indicating a bad bearing in one of the pumps.

### **Old Business**

Naming Rights Policy: It is difficult to differentiate between membership dues, general donations and building donations in the deposit records given to Dawn by the Friends group's treasurer. These records also do not provide amounts given directly to the Village; all donations did not go through the Friends group. When the recognition wall project was underway, Judy Graf met with Roger Olson and composed a list of contributors and the amounts they gave. We need to find that list. Ardith was not able to find anything in the archives.

### **New Business**

Policy of the Month: Displays and exhibits policies was submitted for review and possible action at the March meeting. Dawn suggested approving a disclaimer to indicate that, "the content of any display/exhibit does not imply the endorsement of the content/materials by the library board, staff, or municipality."

The Annual Report was presented and discussed. A copy of the report will be provided to Village Hall; the County will receive a copy of the report with the ACT 150 request.

The March Agenda will include Displays and Exhibits Policy Action and Policy on Privacy and Confidentiality of Library Records. The Naming Rights Policy remains on the Agenda.

Char moved to adjourn with a second by Jeremy.

Next meeting, Monday, March 30, 5:30p.m. at the Library/Community Center.

Respectfully submitted by Dawn Ayers.