

Dundee Library Board of Trustees Retreat Minutes  
August 18, 2025  
Dundee Historical Society - Museum

The meeting was called to order by Caryl at 10:05am

**Roll Call/Quorum:** Caryl Sutterby, Dusty Baker, Leslie Peters, Helen Lawson, Judy McFarlin, Linda Nichols, Elizabeth Avery, Risa Howell, Marie Krause

**Agenda additions/approval:** The motion to approve the agenda as presented was made by Risa and seconded by Mark. Passed.

**Minutes of July 2025 Meeting Approval:** The motion to approve the Minutes of the July 2025 meeting as presented was made by Helen and seconded by Risa. Passed.

**Public Comment:** None

**COMMITTEE REPORTS:**

**Financial Reports/Monthly Expenditures:**

The motion was made by Helen to continue using Five Star Bank since they are willing to stop the charges for monthly service on our accounts. It was seconded by Risa. Passed.

The motion to accept the financial reports as presented was made by Risa and seconded by Mark. Passed.

**Director's Report:** Lori Brown finished out her time helping as Co-Director and she was very helpful. Dusty Baker has been adjusting to the position and learning a lot about libraries. He is getting to know all the staff and will be doing some course work to learn more about the working of libraries. Grants are coming due and Caryl and Dusty will be getting together to work on that. There was much discussion about various grants to find money for a variety of needs. Dusty also made us aware that he was able to get non-profit status on our Amazon account and also for Canva Pro so we do not have to pay taxes on those. Elizabeth expressed our thanks to Linda Nichols for her hard work and leadership which has helped make our library the wonderful place it is.

**NEW BUSINESS:**

The motion to approve the Resignation of Lori Brown effective August 12, 2025 was made by Helen and seconded by Elizabeth. Passed.

The motion to approve the Resignation of Linda Nichols effective August 19, 2025 was made by Elizabeth and seconded by Helen. Passed.

The Policy from 2020 Paid Emergency Leave during Closing (covid) and the policy for Pandemic Operations (covid) were reviewed by the Board. Caryl made the motion to leave them unchanged and it was seconded by Mark. Passed.

The Circulation Policy and Unattended Children and Tutoring policies were reviewed by the Board. Caryl made the motion to approve the policies as presented. It was seconded by Helen. Passed.

We reviewed the preliminary Budget for 2026 covering several changes due to price increases and changes in programs and available Grants. We will look at a final version next Month.

New Employee Benefits: We discussed the possibility of a stipend to be found through a grant to be given to the person who plans and carries out the Summer Reading Program.

A motion was made by Caryl that the library will close at 5:00pm on Thanksgiving Eve and anyone who is scheduled to work will be paid. Seconded by Marie. Passed.

Caryl made a motion to look for some extra money in this year's budget that was not used for other maintenance which can be used to pay for cleaning up the flower beds in front of the library and to remove a dead tree. It was seconded by Helen. Passed.

Linda and Tom Nichols wish to give the Dundee Library \$2000 to begin an Education fund that would be used by employees to help them take college level courses to allow them to continue pursuing library professions.

**OLD BUSINESS:**

Concert Series: Caryl reported that it has been a season of great music but attendance has been poor. We rely on donations to help pay for this program so we will need to find more grants to fund musicians.

**Adjourn:** The motion to adjourn was made at 12:38pm by Helen and seconded by Risa. Passed.

Next meeting is September 15, 2025 at 5pm in the Tripp Community Room, Dundee Library.

Respectfully Submitted by Marie Krause, Secretary

Marie Krause

Date: August 19, 2025

Vision Statement: **Welcoming and Reaching Out with Creative, Current, Innovative Programming.**

Mission Statement: **The Dundee Library is a welcoming hub for community resources  
And for creative innovative services.**