



**Public Library Board of Trustees Minutes**  
Mitchell Public Library, 221 N. Duff Street  
September 16, 2025

**1. Call to Order**

Board President Nath called the meeting to order at 5:15 p.m.

**2. Roll Call**

The following members were present in person: Dennis Nath, Diana Goldammer, Megan Luther, and Susan Tjarks. Board members Deb Everson and Ann Temple were excused. Also present was Kevin Kenkel, Library Director.

**3. Approval of Agenda**

Kenkel informed the Board that he had a bill for approval to add to the agenda. Motion by Goldammer, seconded by Tjarks, to approve the agenda as amended. All members present voted "Aye". Motion passed.

**4. Approval of Minutes**

Board members reviewed the minutes from the July 15, 2025 board meeting. No changes were suggested. Motion by Tjarks, seconded by Luther, to approve these minutes. All members present voted "Aye". Motion passed.

**5. Director's Report**

Board members reviewed written reports and monthly statistics for July and August 2025. Kenkel provided additional comments regarding the written reports. Kenkel shared that the new digital sign was installed Monday, September 15 and power was connected today, September 16. Therefore, Strategy A.1 from the Strategic Plan is achieved. He informed Board members that the library's postage budget has been spent, so the Board bank account will pay for postage costs the remainder of the year per the May 13, 2025 Board decision. Motion by Tjarks, seconded by Luther, to approve the director's report. All members present voted "Aye". Motion passed.

**6. Financial Report & Approval of Bills**

Kenkel submitted one bill for approval. This bill is for the replacement cost of an interlibrary loan book borrowed from Mayville State University Library that was lost in the mail when returned. Motion by Luther, seconded by Goldammer, to approve payment of this bill. All members present voted "Aye". Motion passed.



Board members reviewed the July and August 2025 bank statements and financial reports. Motion by Tjarks, seconded by Luther, to approve the financial reports. All members present voted "Aye". Motion passed.

Board member Tjarks asked about the status of the library's 2026 budget request. Kenkel informed Board member that most of the requested increases to the library's budget were approved, so the 2026 budget will support library operations.

## **7. Business Items**

### **A. Action to Approve Funding Requests for September 2025**

Kenkel presented two funding requests totaling \$838.00. These funding requests are for covering transportation costs (\$700) to the 2025 MPLA/SDLA/NDLA tri-conference in Grand Forks, ND October 1-3 for Kenkel and Jean Patrick, and renewing Board member's SDLA memberships (\$138). Motion by Tjarks, seconded by Luther, to approve these funding requests. All members present voted "Aye". Motion passed.

## **8. Committee Reports**

There were no committee reports.

## **9. Board Input**

No Board input was given.

## **10. Citizen's Input**

No citizen's input was given.

## **11. Adjournment**

Board members determined that the October Board training session will be October 21 at 5:15 pm in the library. The next Board of Trustees meeting is scheduled for November 18, 2025 at 5:15 p.m. in City Council Chambers at City Hall.

There being no further business, Nath declared the meeting adjourned at 5:57 p.m.