



Public Library Board of Trustees Minutes
Mitchell Public Library, 221 N. Duff Street
November 18, 2025

1. Call to Order

President Nath attended the meeting via Zoom, so Vice President Goldammer presided over the meeting. Goldammer called the meeting to order at 5:15 p.m.

2. Roll Call

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

3. Approval of Agenda

Motion by Luther, seconded by Temple, to approve the agenda as amended. All members present voted "Aye". Motion passed.

4. Approval of Minutes

Board members reviewed the minutes from the September 16, 2025 board meeting. No changes were suggested. Motion by Luther, seconded by Temple, to approve these minutes. All members present voted "Aye". Motion passed.

5. Director's Report

Board members reviewed written reports and monthly statistics for September and October 2025. Kenkel added to the report that the library will be closed for Thanksgiving and the day after Thanksgiving so employees can have their "administrative day" off. Luther asked a couple of clarification questions relating to the reports. Kenkel highlighted that as of October 2025 the library has checked out more physical items (e.g., books, movies, audiobooks on CD, etc.) than were checked out in 2024. The Mitchell community continues to use the library more. Motion by Temple, seconded by Luther, to approve the director's report. All members present voted "Aye". Motion passed.

6. Financial Report & Approval of Bills

No bills were submitted for approval.

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

7. Business Items

A. Action to Approve Funding Requests for November 2025

Kenkel presented five funding requests totaling \$3,885.50. Two of these funding requests were for registration, hotel, and travel costs for the 2026 Public Library Association Convention in Minneapolis April 1-3, 2026 for Kenkel and Max Velasquez. One request was for purchasing 55 copies of the book for the annual "Read for the Record" event. Two requests were for makerspace programs in December and January 2026.

Board members discussed the costs for the PLA convention and decided to approve the registration fee at this point and act on the travel costs at a later date. Motion by Tjarks, seconded by Luther, to approve the PLA Convention "early bird" registration fee for Kenkel (\$364) and Velasquez (\$364). All members present voted "Aye". Motion passed.

Board members then discussed the Read for the Record funding request (\$475), the Family Ornament Makerspace funding request (\$300), and the Creativity Day funding request (\$300). Kenkel reminded board members that the Masons have pledged to cover the costs of the Read for the Record event, so that amount will be covered by a donation. Motion by Luther, seconded by Temple, to approve these three funding requests totaling \$1,075. All members present voted "Aye". Motion passed.

8. Committee Reports

There were no committee reports.

9. Board Input

Goldammer thanked the library for coming to the DWU library for a library card signup drive. Luther thanked the library for collaborating with the new after-school program.

10. Citizen's Input

No citizen's input was given.

11. Adjournment

Kenkel announced that since December is a busy month there will be no training session for board members. The next Board of Trustees meeting is scheduled for January 20, 2026 at 5:15 p.m. in City Council Chambers at City Hall.

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