

**Larsen-Sant Public Library**  
**Annual Board Meeting Minutes**  
**Monday, Jun 16, 2025 1:00 pm**

**Roll Call:** Richard Stewart, Giselle Fitzgerald, Diane Steadman, Shannon Crowther, Laura Wheatley, Shelley Lowe

**Public Comments:** No public comment

**Action Items:**

**Approve Minutes:** Shannon moved that the minutes be approved, Giselle seconded the motion, all approved.

**Approve bills:** Shannon moved that the bills be approved, Giselle seconded the motion, all approved.

Laura asked the board if the travel mileage can be changed to a smaller amount. The federal rate is .70 per mile and that is hard on the employee budget. The board asked if we could discuss at the next board meeting when all the board is present.

**Approve Policies: Record Retention #212** Giselle moved that the Record Retention policy be approved, Shannon seconded the motion all approved.

**Trustees: Comments** Richard asked if the bathrooms are being cleaned better. It was mentioned that when there are people in the community room on the weekend, Beverly does not come in on Sunday to clean them up. So, by Monday they might look messy.

**Volunteer hours**

Richard – 2   Shannon – 2   Giselle - 1

**Annual transfer of chairman** Richard nominated Giselle as the next Vice Chairman according to the previous line of board members, Shannon seconded the motion all approved.

**Treasurer: Finances**

April DBF – 963,978.15   May DBF – 966,922.00   LGIP – 278,076.53

**Librarian: Budget Numbers** Laura gave the board a preview of next years budget numbers. The budget planning with Camille will be next month.

**Annual Raises** The board decided to talk about the employee raises next month when all the board is present.

**Assistant Report: Raffle** The Library has made about \$700 so far on the Summer Fun Raffle. The two days at Stokes really helped get the numbers up.

**Idaho Days – June 28** We have a booth at the Idaho Days celebration in Franklin. We will be selling buttons, stickers, and used books. Richard and Sue will set up the booth with Shelley's help. Shannon has volunteered to work the booth in the morning. The Manning's have also volunteered to help at the booth.

**Program Coordinator: Summer Reading/Activities** The first week of summer reading we had about 85 kids at the park. The second week about 115 kids. The Library received a STEM grant to help with the activities.

**Expansion: Shelving** Laura let the board know that we are having Craig Kunz add the shelving to the plans so we can find out the cost to add more shelves to the library addition.

**Plan approval** Richard moved that the plans for the library addition be approved along with the allocated money needed to start the addition of the Larsen-Sant Library, have Rod Jones come and brief us on the cost of the project at the next board meeting. Giselle seconded the motion, all approved.

**Policy Committee Meeting:** The policy committee is caught up on all the policies. They will get together as needed.

Adjourned 1:50 PM