

**Larsen-Sant Public Library**  
**Board Meeting Minutes**  
**Monday, Nov 17th, 2025 1:00 pm**

**Roll Call:** Richard Stewart, David Woodward, Giselle Fitzgerald, Rod Jones, Max Excell, Diane Steadman, Shannon Crowther, Laura Wheatley, Shelley Lowe

**Public Comments:** No public comments

**Action Items: Expansion:** Rod got bids from almost everyone, just waiting on the electrician and the windows and doors.

The cost came to \$1,211,309.79

Roofing \$32,260

Soffit/trim \$14,004

Paint \$ 20,000

Asphalt/Concrete/Excavation \$153,6111

Flooring \$ 67,504

Brick \$ 85,500

Plumbing \$ 11,400

Framing \$ 68,500

Electrical \$95,000

Drywall \$ 100,000

Insulation \$22,927

Trusses \$ 86,075

HVAC \$100,000

Sprinkling system \$15,000

Doors/Windows \$60,000

**What's next?** Richard moved that once Rod has the finalized cost, that we meet as a board once again to make a final determination and vote as to whether or not to press forward or not. Max seconded the motion, all approved. We are to call Richard when we have all the numbers from Rod, and Richard will then plan a meeting for the board.

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

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

**Trustees: Comments** Some of the board members are a little concerned about the expansion cost being so close to what we have. Someone pointed out that we are getting a good interest rate each month that will help.

**Volunteer hours**

Richard – 6

Giselle – 3

Shannon – 6

David – 1.5

Max - 8

**Policy Approval:** Max moved that policy 510 Personnel Policy be

approved as written. Richard seconded the motion, all approved

**Treasurer: Finances**

DBF - \$982,517.06

LGIP -\$ 289,199.80

Giselle will get checks from AltaBank, so we can make checks to pay for the expansion items. We will have Giselle and Richard sign the checks.

**Librarian: Employees** Laura let the board know that we need to hire another staff member. Laura checked the budget and we can offer a new staff member 14 hours per week.

**Snow Removal** Laura contacted Keith Cole to be our snow remover. He is charging us \$40 dollars per time, and the board agreed that if he needs to raise the price it will be acceptable.

**Rodeo Books** Laura told the board about the Rodeo book that Myrna put together and that Kristen Beckstead wants to know if we want to get more printed and sell them for a profit. The board decided that they want more time to think about this.

**Assistant Report:** The holiday luncheon's menu will be Malibu Chicken, green salad and funeral potatoes. Stokes will be catering the event.

**Program Coordinator:** Upcoming programs are on December 6<sup>th</sup>, Santa will come to the library. We will have letters to Santa for the kids. Diane asked some businesses for a donation to help with the Festival of Lights books, but she has only received \$50. The angel tree has 99 kids that need help this year and that is just one of the angel tree programs we help with.

Adjourned 2:29 pm