

**Elkader Public Library Board of Trustees**  
**Regular Board Meeting – Tuesday, June 3, 2025**

1. Call to Order – President Jen Wilwert called the meeting to order. Board members present were: Susanne Hankey, Bob Griffith, Matthew Wilke, Jennifer Garms and Kim Warpinski. Also in attendance was Library Director Alexandra Bomhoff, new Library Director Samm Schwarz and Tom Chandler.
2. Approval of the Agenda – Wilke moved to approve the agenda with the addition of “Approval of budget and wage certification” as letter D under Unfinished Business. Hankey seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Hankey moved to approve the May minutes. Griffith seconded. Motion carried.
4. Financial Report – Reviewed.
5. Payment of Bills – Warpinski moved to approve the payment of bills with the addition of the Culligan and Alpine bills. Griffith seconded. Motion carried.
6. Director’s Report – Reviewed.
7. Unfinished Business
  - a. Musical Instruments on the Library Lawn: Tom Chandler presented an update on the plans for the location of the instruments.
  - b. Disaster Response Plan Update Pages 13-19: The board recommended a floor plan with clearly labeled locations be added to the plan. Will review at the next board meeting.
  - c. Enrich Iowa update – Additional Vox Books and Penworthy Kits: Hankey moved to use the remaining Enrich Iowa funds to purchase additional Vox Books and Penworthy Kits. Garms seconded. Motion carried.
  - d. Approval of Budget and Wage Certification for 2025-2026 Fiscal Year: Griffith moved to approve the wage certification for the 2025-2026 fiscal year. Hankey seconded. Motion carried.
8. New Business
  - a. Proctoring Policy: Warpinski moved to adopt the Proctoring Policy with minor changes. Wilke seconded. Motion carried.
  - b. Personnel Policy: Garms moved to adopt the Personnel Policy with the changes of “will” to “may” at the end of A. 2. and the deletion of “These policies are to be reviewed and/or revised every three years by the Library Board of Trustees and the Library Director” at the end of the policy. Griffith seconded. Motion carried.
  - c. Welcome New Director: The board introduced themselves and Samm Schwarz introduced herself as the new Library Director. Schwarz’s official start date will be Tuesday, June 11.
  - d. Trustee Training: “Chapter 9: Board Relationships with Director, Staff, and City” from Iowa Library Trustee’s Handbook: 2021 Edition: Reviewed
9. Friends of the Library Report – Reviewed May minutes.
10. Public Comments – None
11. Adjournment – Garms moved to adjourn the meeting at 6:02 PM. Griffith seconded. Motion carried. Next meeting is scheduled for July 8, 2025 at 5:00 PM.

Respectfully submitted,  
*Kim Warpinski, Secretary/Treasurer*