

**Albion Public Library Board of Trustees**  
**Minutes for February 11, 2025**

Call to Order and Roll Call

Meeting to called to order at 6:00 p.m. on Tuesday, February 11, 2025.

Librarian and Trustees present were as follows – Roxanna Behnke, Dianne Berger, Melissa Felling, Terry Harper, Samantha McDaniel, Will Swardstrom, and Trevor Ward.

Absent Members – Sydney Gracyalny, Shelby Harris, and Rod Minatra.

Quorum

Legal Quorum Present – the presence of six (6) Trustees did constitute a legal quorum for discussing and transacting library business.

Reading of Secretary's Report and Approval of the Minutes

The January 2025 meeting minutes were reviewed. There was an error where it was stated the May meeting minutes were reviewed when it was the October meeting minutes reviewed. Will Swardstrom made a motion to approve the minutes pending the above error fixed from the January meeting. Melissa Felling seconded the motion. Motion passed unanimously.

Approval of the Treasurer's Report

A summary of the library's accounts were provided by treasurer Trevor Ward.

Checking - \$138,326.98

Savings - \$8,022.91

CDs - \$32,661.18

Total Assets - \$179,011.07

Terry Harper made a motion to approve the treasurer's report, Dianne Berger seconded the motion. Motion passed unanimously.

Librarian's Report/Communication

- Not a lot going on with the colder weather. The building has stayed warm despite the cold temperatures, only having frozen pipes for one hour before being fixed.

Old Business

1. Animals in the wall – they are still being heard by employees in the walls. Trevor Ward will check with Brandon Stephens if he is able to help with the issue or provide a referral.

2. Smell outside – still reports of gas outside of the library, but more suspicion that it is from another building. Confirmed that there is no smell inside the building, just outside.

### New Business

1. Addition – discussed the possibility about adding onto the north side of the library building, making a handicap accessible entryway and bathroom. It was proposed that the first step is to find an architect, possibly one that focuses on libraries, do more research and ask for recommendations. Terry Harper will ask around and do some research, Samantha McDaniel will ask a local business on a possible referral as well. Trevor Ward shared some additional thoughts about updating certain aspects of the library building, including the wall panels, bookshelves, ceilings, and lighting, as there has not been much remodeling since the 1970s. It was discussed that it may also help bring more awareness and interest to the public if these parts of the library were addressed. Discussed reinvestigating the safety of the upstairs and to consider alternate uses.
  - a. Samantha McDaniel made a motion for the next board meeting to be at the library building so that the members could take a look around and identify aspects of the building that could be worked on; Trevor Ward seconded the motion. Motion passed unanimously.
  - b. Will Swardstrom made a motion for board members to look and research into architects for interest, estimates, and consultations about the library addition and upstairs, while maintaining the library to be a “historically significant building”; Dianne Berger seconded the motion. Motion passed unanimously.
2. Trustee terms – the mayor is due to reappoint members and possible new positions. Trevor Ward, Samantha McDaniel, and Terry Harper are due to be renewed this year. The other members have been due to renew the past year or two. Board members were encouraged to consider other possible candidates to nominate as needed.

### Adjournment

Trevor Ward made a motion to adjourn the meeting, Samantha McDaniel seconded the motion. Motion passed unanimously. The meeting was adjourned at 6:43 p.m.

Minutes recorded and submitted by  
Samantha McDaniel