

## **Albion Public Library Board of Trustees—Minutes for November 18, 2025**

### Call to Order and Roll Call

Meeting called to order at 6:03 PM on Tuesday, November 18, 2025.

Librarian and Trustees present were as follows – Roxanna Behnke, Dianne Berger, Sydney Gracyalny, Jane Harper, Terry Harper, Samantha McDaniel, Cathy Smith, Gena Stanhope, and Trevor Ward.

Absent members – Shelby Harris

### Quorum

Legal Quorum Present – the presence of eight (8) Trustees did constitute a legal quorum for discussing and transacting library business.

### Reading of Secretary's Report and Approval of the Minutes

The September and October meeting minutes were reviewed, Sydney Gracyalny made a motion to approve the minutes, Terry Harper seconded the motion. The motion passed unanimously.

### Approval of the Treasurer's Report

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

Checking - \$146,494

Savings - \$8,052.97

CDs - \$32,661.18

Total assets = \$187,208.15

Dianne Berger made a motion to approve the treasurer's report, Cathy Smith seconded the motion. The motion passed unanimously.

### Librarian's Report/Communications

- Roxanna Behnke shared a report from the Share program which provided statistics on numbers of materials that are checked out on the Cloud and Hoopla. Board members suggested she share the information on the FB page or local paper to spread the word about these available apps.
- Reports Rod Minatra donated a painting of the library building.
- Shared a postcard from the Albion Chamber of Commerce, inviting the library to join the chamber for \$25. The benefit would be social media posts would be shared to their Facebook page.

### Unfinished Business

1. Painting the library exterior – library is on Seth Fearn's list to be painted in the spring, when the weather is warmer. Reported he will adapt his process for the soft brick exterior.
2. Amazon account – Roxanna Behnke reported that she was able to get a business account for the library and got it tax free and is already saving money on book orders with the account.

### New Business

N/A

### Adjournment

Samantha McDaniel made a motion to adjourn the meeting, Terry Harper seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:25 PM. Next meeting date: January 13, 2026

Minutes recorded and submitted by Samantha McDaniel