

## **Richmond Public Library**

### **Board Meeting Minutes**

**February 11th, 2026**

1. The meeting was called to order at 6:00 PM and was held at the Richmond City Office Building. Board members and staff in attendance were: Lora Smith, Kylee Kunz, Sharik Peck, Shari Bair (left at 6:34 PM after policy changes were made), and Lara Smith.

2. Board meeting minutes from November 12, 2025, were read and discussed. Lara Smith moved for adoption of the minutes and Shari Bair seconded. Minutes were officially adopted.

3. Lora Smith discussed having the new board member (replacing Richard Carlson) going to the teen activities instead of having a staff member go to those activities. People who applied for the position were: Mark Olsen, Fred Bland, Joyce Littlewood, and Lilia Davenport. Discussed which candidate would best fit the needs of the library and the position. Jamie will continue to plan the teen activities and the new board member would be the one to attend those activities. Decided on Joyce Littlewood.

#### **4. Approval of Policies**

- a. Sharik Peck read through the "Interlibrary Loan Policy". Changes were made to the wording of the policy. Lara Smith moved for adoption of the changes and Shari Bair seconded. Changes to the policy were officially adopted.
- b. "Borrower Agreement for Hotspots" was presented. The library only has one hotspot (previously had 6), so wording was updated to reflect that change. Wording was also changed to reflect that the devices can be used outside the view of library staff, which is an exception to the Library's Internet Use Policy. Made other minor wording changes to the agreement. Lara Smith moved for adoption of the changes and Shari Bair seconded. Changes to the policy were officially adopted.
- c. Updated Policy Language will be available on the library website.

#### **5. Board Reports were made by the following:**

- a. The board discussed the Park Bench. Went over who was signed up for the book talks. Sharik Peck is signed up for May 14th, 2026. April is covered. Looking for someone to cover the book talk in March. Lara Smith recommended having people sign up in pairs to make it easier. The book talks are on the second Thursday of the month at 12:00 PM.
- b. Teen Programs have been happening once a month. Jamie went to a training session in Springville and got some ideas. She has been doing a great job. The activities have been well attended. Most teens who attend are middle-school aged.

- c. Lara Smith discussed Children's Programming. The activities have been well attended. The STEAM Club attendance was a little lower, but with an increase in the advertising for that, the attendance has gone up back. Has been setting up an extra table during the Preschool Story time just in case there is extra high attendance. CAPSA came on February 4th for the Preschool Storytime. They did a good job, so the plan is to still have them come once a year. Toddler time is going great. People are not really attending the baby stay and play. That program will continue through May, and then be reevaluated.
  - d. Kylee Kunz discussed Adult Programs. The Functional Strength Training class has been going well. The attendance has been averaging in the mid-twenties. The attendance for the watercolor paint night in December was low, but overall still successful. Planning on having Anderson Seed and Garden come in May and doing the hike as the summer activity. Looking at different options for a March activity. Possibly having someone come and talk about the book "The Anxious Generation". If that can't be scheduled, back up options will be looked into.
6. Lora Smith gave the Director's Report and the following were discussed.
- a. Lora demonstrated one of the new Yoto Players. The plan is to buy more books and more Yoto Players. They have been very popular.
  - b. Getting a new counter top, cabinet refinished, chairs, area carpets, bathroom sinks, bulletin board, heater for back room (with no heat). Most of this will be covered by the \$10,000 gift from the Carnegie Foundation.
  - c. Discussed who has been volunteering at the library.
  - d. There is a new catalog computer and desk downstairs.
  - e. Lora will be applying for a grant to attend ARSL (Association for Rural and Small Libraries) in September in Alabama.
  - f. The catalog migration process has started. It will be completed by the end of May.
  - g. The \$5,000 donation the library received from a patron will be moved to the next fiscal year to match the interests of the patron.
  - h. \$2666.56 will pay for the migration cost from Destiny to KOHA.
  - i. This year's CLEF grant is \$4066.00

The meeting was adjourned at 7:20 PM February 11st, 2026.

The next board meeting will be on Wednesday, April 8th, 2026. This will be the staff meet and greet and it will be held at the Richmond Public Library. Training will be given by the State Library.

