



Orange City Public Library  
112 Albany Ave SE, Orange City IA  
Phone: 712-707-4302 Fax: 712-707-4431  
Website: [www.orangecitylibrary.org](http://www.orangecitylibrary.org)

Date: 9/23/2025

**Trustees present:** Colin Brue, Autumn Den Boer, McKenzie Kuiken

Via Teams: Benjamin Langton, Laura Salcedo

**Others attending:** Lisa Johnson, Anna Bartlett, Abby Sitzmann, Bret Walinga

**Time:** 5:01 pm

**Approval of the current agenda:** Motion to approve Autumn Den Boer / Second Benjamin Langton / carried

**Approval of the minutes:** Motion to approve McKenzie Kuiken / Second Autumn Den Boer / carried

**Approval of the monthly bills:** Motion to approve Autumn Den Boer / Second McKenzie Kuiken / carried

**Approval of the statistical report:** Motion to approve Colin Brue / Second McKenzie Kuiken / carried

**Approval of the director's report:** Motion to approve Colin Brue / Second McKenzie Kuiken / carried

**Committee Reports:**

**Executive/Personnel Committee:** The Executive Committee met to review the Strategic Plan and approved it. The full board will review the plan and vote on it next month.

**Finance Committee:** n/a

**Policy Committee:** The Policy Committee met to review the Code of Conduct Policy and the Internet & Computer Use Policy. Edits to the Internet & Computer Use Policy were approved to be brought to the full board for a vote.

- Motion to approve Colin Brue / Second Autumn Den Boer / carried

**Property/History Committee:** n/a

**Unfinished Business:** n/a

**New Business:**

- Board Training
  - McKenzie and Makayla have signed up to attend the new board member training required by law on October 22.
  - Teams Training
    - Teams will be used for accessing general board documents and individual board member files.

September 2025: Anna Bartlett, Administrative Assistant & Spanish Services Coordinator

- Shifts will be used for board meetings, committee meetings, City Council meetings, and other events or library staff activities that would be relevant for library board members.
  - Teams will be used instead of Zoom for any virtual meetings.
- Committee assignments were updated as follows:
  - Executive Committee: Colin Brue, Autumn Den Boer, Benjamin Langton
  - Finance Committee: Benjamin Langton, John Buntsma, McKenzie Kuiken
  - Policy Committee: Autumn Den Boer, McKenzie Kuiken, Makayla Davidson
  - Property Committee: Colin Brue, John Buntsma, Laura Salcedo

**Announcements:** n/a

**Comments from the Board:** n/a

**Next Board Meeting will be on 10/28/25**

**Meeting adjourned at 6:03pm:** Motion to approve Autumn Den Boer / Second McKenzie Kuiken / carried