



Orange City Public Library
112 Albany Ave SE, Orange City IA
Phone: 712-707-4302 Fax: 712-707-4431
Website: www.orangecitylibrary.org

Date: 10/28/2025

Trustees present: Colin Brue, Autumn Den Boer, McKenzie Kuiken, Makayla Davidson, Benjamin Langton

Others attending: Lisa Johnson, Anna Bartlett

Time: 5:01 pm

Approval of the current agenda: Motion to approve Makayla Davidson / Second Benjamin Langton / carried

Approval of the minutes: Motion to approve McKenzie Kuiken / Second Benjamin Langton / carried

Approval of the monthly bills: Motion to approve Colin Brue / Second McKenzie Kuiken / carried

Approval of the statistical report: Motion to approve Autumn Den Boer / Second Benjamin Langton / carried

Approval of the director's report: Motion to approve McKenzie Kuiken / Second Autumn Den Boer / carried

Committee Reports:

Executive/Personnel Committee: n/a

Finance Committee: n/a

Policy Committee: The Policy Committee met to review three policies up for review in November. Edits to these policies were approved to be brought to the full board for a vote.

- Circulation Policy
 - Motion to approve Colin Brue / Second Benjamin Langton / carried
- Statement of Confidentiality
 - Motion to approve Benjamin Langton / Second McKenzie Kuiken / carried
- Theft of Materials Policy
 - Motion to approve Colin Brue / Second Autumn Den Boer / carried

Property/History Committee: n/a

Unfinished Business:

- Strategic Plan Vote
 - Motion to approve Colin Brue / Second Makayla Davidson / carried
- McKenzie and Makayla attended the required training for new trustees, provided by the Iowa Public Information Board. They thought it was well presented and found it interesting and informative.

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

New Business:

- Notice of intent to rescind the Library Service Policy, due to it being redundant and/or procedure rather than policy – to be voted on at the next meeting.
- Timeline for Expiring Terms
 - Board members whose terms are expiring at the end of this fiscal year should notify us by the January meeting whether or not they intend to continue serving. If not, we should begin identifying potential replacements sooner in the year than we had been doing previously.
- The board is invited to attend the Sioux County Supervisors Meeting on Wednesday, November 19 at 7 pm.
- Lisa and the library board will need to select a City Council Meeting date for the library's presentation to the city. Anna will send out the date options to assess availability.
- Board members will check their calendars to see if they are available to attend the Orange City Downtown Vision Work Group the morning of November 12, since Lisa will be out of town.
- The new Premier Communications contract is significantly higher than last year's, requiring board approval.
 - Motion to approve McKenzie Kuiken / Second Autumn Den Boer / carried
- We received the quote from Icicle Tricycles for the book bike. Board approval is needed before moving forward with the purchase, which will be funded by grants and fundraisers.
 - Motion to approve Makayla Davidson / Second McKenzie Kuiken / carried

Announcements: The board is invited to attend the webinar "The Top Five: Self-Evaluation of the Library Board's Core Functions" on Thursday, November 20, from 6:00-7:30 pm, hosted by the State Library of Iowa.

Comments from the Board: n/a

Next Board Meeting will be on 11/25/25

Meeting adjourned at 6:16 pm: Motion to approve Benjamin Langton / Second McKenzie Kuiken / carried