

Centralia Public Library
Meeting Minutes
February 12th, 2026

Trustees Present: President Linda Luke, Vice President Larry Dorman, Secretary Felicia Beckmann, Katherine Butrum, Marilyn Middleton, Suzanne Long & Amber Lucas

Trustees Absent: Treasurer Melissa Maxwell & Kristin Adams-Vargas

Others in Attendance: Director Amy Hopkins

President Luke called the meeting to order at 6:18 p.m.

Public Comments: none.

City Information Report: none.

Minutes: December meeting minutes were reviewed. Trustee Butrum made a motion to approve the December minutes seconded by Trustee Lucas, all in favor, minutes were approved.

January meeting minutes were reviewed. Trustee Dorman made a motion to approve the January minutes seconded by Trustee Lucas, all in favor, minutes were approved.

Treasurer's Report: The January Treasurer's report was reviewed and discussed. Trustee Beckmann made a motion to approve the Treasurer's report and Trustee Dorman seconded. All in favor, report approved.

Old Business:

- **Policy committee report (1st reading):**
 - A Lost & Found policy has been added for consideration.
 - Photography and Recording Policy was revised to remove language requiring staff approval for photography or recording in public areas, reflecting the library's status as a public building. The policy continues to prohibit access to posted staff-only areas. Language defining "limited public forums" was also added for clarity.
 - A revision was made to the Borrower's Rules and Policies to clarify that printing refunds will only be issued on the same day funds are added to a patron's printing account.
 - Wi-Fi Hotspot Lending Policy was updated to clearly define eligibility for returning to the hold list after a device has been disabled due to being overdue.

- **Budget Committee Report (1st Reading):**

The proposed FY2026–2027 budget reflects an overall increase of approximately \$15,000, primarily due to increases in personnel expenses, audit costs, insurance, and other operating expenses.

- Increases are reflected in personnel expenses (wages, health insurance, and accrued benefits), as well as custodial, security, e-materials, equipment maintenance, audit, liability and property insurance, computer technician services, and bank fees.
- Budget line changes include the elimination of the DVD line, with materials incorporated into the Audios/STEM Kits/Launchpad budget. The Computer Equipment line has also been removed, with future technology upgrades to be funded through LSTA grants and capital contingency funds.
- Decreases are reflected in Building & Grounds, Adult Non-Fiction materials (with A&E funds supplementing collection needs), the Hotspot collection (reduced to 10 devices), the Summer Reading Program due to grant funding and Friends of the Library fundraising support, and Technical Services due to grant funding and the elimination of Follett/Destiny and OCLC annual expenses.

New Business:

- **CD proposal** - Discussed the possibility of investing an additional \$200,000 in certificates of deposit. One CD is scheduled to mature in May and another in October, providing access to funds if needed. The director will review current interest rates. The proposed investment structure would maintain more than one year's operating budget in investments.
- **President Luke** distributed the Annual Director Review Forms to the board members which will be collected at, or before, the next scheduled board meeting.

Director's Report:

- **Grant Updates:**
 - The library was awarded an **\$8,000 Summer Reading Program, LSTA grant**. Materials are being ordered, performers scheduled, and the first report is due May 1.
 - The first payment for the MEC Phase 2 grant was received. Equinox is analyzing the collection, with orientation scheduled for February 25 and weekly meetings planned. The first interim report is due February 28.
- **Circulation highlights:**
 - January computer usage doubled over last year's numbers.
 - 49 passports were processed & 46 new patrons were added
 - Facebook views & Website traffic has increased since staff have been regularly posting videos and the Newsletter circulation has steadily been increasing.
- **Roof Inspection report:**
 - Positive report received from 84 Construction. The estimated remaining lifespan of the roof is 5 years. Our roof is now 14 years old. Owens Corning lifetime warranty is currently worth 67.5% credit on new shingles if we decide to move forward with roof replacement.

- Pictures of regularly occurring monthly events were shown to the board including the Murder Mystery event on Jan. 27th and the Friends of the Library Self-Care Book Fair which brought in \$908 for the 2026 Summer Reading Program!
 - Women's Clothing Swap will be at Good Shepherd on Feb. 27th & 28th. The library is a drop off location for clothing & accessories. The Friends group will have a table selling '*Blind Date with a Book*' bundles.
 - Nerf & Nachos Family Fun Night will be at Good Shepherd Lutheran Church on March 7th.

President's Report: none.

Closed Session: N/A

President Luke called for a motion to adjourn the meeting at 7:12 pm. Trustee Middleton made a motion to adjourn, Trustee Lucas seconded, motion carried. The meeting was adjourned.

The next scheduled meeting will be at the Centralia Public Library on Thursday March 12th at 6:15 pm.

Submitted by: Secretary - Felicia Beckmann