

**Centralia Public Library**  
**Meeting Minutes**  
**March 12th, 2026**

**Trustees Present:** President Linda Luke, Vice President Larry Dorman, Secretary Felicia Beckmann, Treasurer Melissa Maxwell, Katherine Butrum, Marilyn Middleton, Suzanne Long, Amber Lucas & Kristin Adams-Vargas (virtually)

**Trustees Absent:** none

**Others in Attendance:** Director Amy Hopkins

President Luke called the meeting to order at 6:19 p.m.

**Public Comments:** none.

**City Information Report:** none.

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

**Treasurer's Report:** The February Treasurer's report was reviewed and discussed. There was a large deposit accounting for most of the yearly tax receipts. Trustee Beckmann made a motion to approve the Treasurer's report and Trustee Middleton seconded. All in favor, report approved.

**Old Business:**

**A. Policy committee report (2nd reading/vote):**

- a. Lost & Found (new) policy - approved
- b. Revisions made to: Photography & Recording policy, Borrower's Rules & Policies document, and Wi-Fi Hotspot Lending Policy. - all approved

Trustee Butrum motioned that all policies be approved as written, seconded by Trustee Beckmann, all in favor, policies have been approved.

**B. Budget Committee Report (2nd Reading/vote):**

The proposed FY2026–2027 budget reflects an overall increase of approximately **\$19,500**, primarily due to increases in personnel expenses, audit costs, insurance, and other operating expenses.

Changes since the 1st reading/draft of the budget:

- Staff hourly budget increased by \$500 due to a staff anniversary raise taking place in December.
- Personnel Development budget increased by \$1,500 to allow staff the opportunity to attend additional workshops and conferences.
- Technical Services budget will stay the same as last year due to an unforeseen software licensing expense.

**C. CD Rates for reserve funds:**

- a. Rates were presented from two local banks & MOSIP (*Missouri Securities Investment Program*)
  - i. Bank of Missouri: 13 mo. CD at 3.79% (best)
  - ii. Home Bank: 11 mo. special CD at 3.50%
  - iii. MOSIP had several interesting options including CDs starting at 3.85% & Liquid series acct. at 3.60%

Board members decided to table this investment decision to April's meeting. The MOSIP representative will be asked to attend the April 9th meeting to explain how their organization handles public funds.

**New Business:**

**A. FY25/26 budget amendments:** Auditor was consulted by the director to find out how to avoid "material budget violations" for the next fiscal year audit. Jane Rasmussen, of Winfrey Accounting: *"if the amount is expected to be a difference of \$5,500 for the General Fund, \$700 for the Special Revenue Fund (Grants) the board should do a budget revision."* The only revision that may be necessary would be tax revenue which won't be known until later in March.

**B. Nintendo Switch Policy-1st reading:** CPL is going to begin circulating the Nintendo Switch in a locked-down state. Policy contains all related procedures & rules of use.

**Director's Report:**

- **MEC update:**
  - Designated area in the back office to accommodate the (ILL) Inter-library loan aspect of Missouri Evergreen services. We are going to move some wall cabinets and install a metal shelving unit for needed ILL bins.
  - Sadiqa & Amy are attending the zoom sessions with Equinox migration team to deal with data integrations, mapping & configuring policies.
  - Training days: April 27th (closed to public) OPAC & Circulation training with all library staff. April 28th & 29th - advanced training for Sadiqa, Cait & Amy, library will remain open to patrons.
  - Go-Live date is May 28th.
- **Circulation highlights:**
  - February computer usage was significantly higher than last year's numbers.
  - 50 passports were processed & 20 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.
- SRP planning is going strong. Corinne is currently looking for a full-time position, but Cait has agreed to take over the Storytime position, at least through the summer.

- CPL's new WhaZoodles collection, a screen-free portable audio device collection was purchased with end of year STEM kit funds and will be marketed to children ages 3-8.
- Pictures of regularly occurring monthly events were shown to the board including the pop-up Victorian puzzle craft for teens, Pokemon Day, Story time, and the Adult craft - candle painting.

**President's Report:** none.

**Closed Session:** N/A

President Luke called for a motion to adjourn the meeting at 7:21 pm. Trustee Beckmann made a motion to adjourn, Trustee Middleton seconded, motion carried. The meeting was adjourned.

The next scheduled meeting will be at the Centralia Public Library on Thursday April 9th at 6:15 pm.

Submitted by: Secretary - Felicia Beckmann