

**CALL TO ORDER**

The meeting was called to order at 5:30 pm by Chair Martin Valadez.

Vice-Chair Ed Frost, Secretary Andrew Wirkkala, and Board member Jessie Wagnon were present.

Also in attendance were Executive Director Kyle Cox, Director – Human Resources Celina Bishop, Director – Public Services Jessie Tomren, Associate Director – Operations Erin Meneely, Branch Manager Doug Herigstad. Visitor Annette Cary attended remotely.

**APPROVAL OF AGENDA**

Ed Frost moved to approve the Agenda as presented. The motion was seconded by Andrew Wirkkala and carried unanimously.

**APPROVAL OF CONSENT AGENDA**

Jessie Wagnon moved to approve the Consent Agenda. The motion was seconded by Andrew Wirkkala and carried unanimously.

Approval of Minutes

The Board approved the Minutes from the meeting of December 16, 2025, and January 7, 2026.

Treasurer's Report

General Fund – \$4,746,784.31

Library Capital Reserve Fund – \$2,327,250.96

Stroh Fund – \$213,421.31

Approval of Payroll & Benefits

The Board ratified the signature of the Board Chair for direct deposits numbers RA-2009067 through RA-2009187 in the amount of \$330,486.73 dated January 9, 2026.

Approval of Accounts Payable Checks

The Board ratified the signature of the Board Chair for Accounts Payable check numbers RA10000064 through RA10000075 and check numbers 67703 through 67877 in the amount of \$763,731.56.

Surplus Property

3,251 library materials were declared surplus. The items were worn out, obsolete, or no longer needed.

Bad Debt Write-Off

The Board ratified the signature of the Board Chair for write-off of bad debts covering the period of: 12/1/2025 through 12/31/2025 in the amount of \$7,389.66 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$400.15. The total bad debt write-off for December is \$7,789.81.

**SYSTEM REPORT**

Executive Director Kyle Cox provided a brief verbal report to accompany the information provided. He updated the Board on the upcoming election and reciprocal borrowing.

## **EDUCATION REPORT – DEI Annual Report – IDEA Team**

IDEA Team Co-chair Doug Herigstad provided a review of 2025 DEI efforts, and a preview of upcoming projects for 2026.

### **ACTION ITEMS**

#### System -Wide Policy – Customer Conduct

Director – Public Services Jessie Tomren provided a brief report. Jessie Wagnon moved to adopt the proposed revisions to the Customer Conduct policy. The motion was seconded by Ed Frost and carried unanimously.

### **BOARD COMMENTS**

Chair Martin Valadez is working with the HR department to prepare and distribute evaluation documents for the Executive Director’s annual evaluation. Board members were asked to return completed evaluations to the chair by the end of the month.

Vice-Chair Ed Frost shared a recent positive customer service experience at the Keewaydin Park library.

Upcoming meetings are listed below.

- Governance Committee Meeting – February 6, 2026
- Services Committee Meeting – February 11, 2026
- Resources Committee Meeting – February 12, 2026
- Board Meeting – February 17, 2026

### **ADJOURNMENT**

The meeting adjourned at 6:37 pm.

Approved:

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Andrew Wirkkala, Secretary