

North Liberty Library
Minutes of the Meeting of the Board of Trustees
November 24th, 2025

Trustees Present: Scott Clemons, Cara Flynn, Angela Fogt, Brandy Greene, Scott Kramer, Stefanie Munsterman

Trustees Absent: None

Other Attendees: Jennie Garner (Director)

1) Call to Order

A regular meeting of the Board of Trustees of the North Liberty Library (the "Library") was called to order on November 24th, 2025, at 6:30 pm by Scott Kramer, President.

2) Quorum, Agenda

The President recognized the Trustees present and established that quorum was met.

There were no additions or changes to the agenda. This section will be removed from the agenda moving forward to comply with Iowa Open Meeting Law.

3) Public Comment

None

4) Approval of the Minutes

The October meeting minutes were approved.

5) Staff Introduction / Presentation to the Board

Kelle Forkenbrock, Public Services Librarian presented on The Art of Debriefing and discussed how the library is developing a debriefing process for staff following incidents / events at the library. As a part of her presentation, she also provided resources to the Trustees regarding staff wellbeing.

6) Reports

a) Budget

Director Garner provided a brief update on the fiscal year budget and the library is doing well. A number of the library's computers have been replaced. The library handicapped doors will be fixed on December 5th.

The City will be implementing CivicPlus in March 2026 to improve overall compliance with Iowa Open Meeting Laws. Director Garner, in collaboration with board officers, will be responsible for the agenda and meeting minutes once this has been completed.

b) Community Updates
Trustee members are asked to assist with preparing the annual appeal letters.
Dates to be sent out.

c) Professional Development
Director Garner has sent an invitation to the Trustees to attend the Corridor
Library staff – in – service in Coralville, Iowa on April 6, 2026

d) Staff Reports Professional Development
There were reviewed and no questions from the Trustees noted.

7) Policy Review

a) Library Conduct Policy

Policy was reviewed and approved by the Board.

b) Art Display Policy

Policy was reviewed and changes to the policy were approved by the Board.

8) Old Business

None

9) New Business

None

10) Adjournment

The meet was adjourned at 7:03 pm by the President

**The next meeting of the Board of Trustees will be held on December 15th, 2025 at
6:30 pm**

Prepared by Brandy Greene, Secretary

VI. Policy Review

a. Library conduct policy

b. Art display policy

VII. New Business

VIII. Adjourn

Next meeting date: December 15, 2025, 6:30 p