

NAPLES LIBRARY BOARD MEETING

August 19, 2026

Present: Lisa Jensen, Katy Matthews, Larkin Ryan, Allyson Makepeace, Ashley Jerome, Brenda Maloy, Pat Cochrane.

Motion #556 - Katie made a motion to call the meeting to order. Larkin seconds and the motion passed unanimously.

Motion #557 - Katie made a motion to approve the revised Programming Policy. Brenda seconds and the motion passed unanimously.

Motion #558 - Katie made a motion to approve the revised Volunteer Handbook. Larkin seconds and the motion passed unanimously.

Motion #559 - Katie made a motion to approve the Employee Handbook for 2026. Brenda seconds and the motion passed unanimously.

Motion #560 - Katie made a motion to approve the Collection Manager job description. Ashley seconds and the motion passed unanimously.

Motion #561 - Katie made a motion to approve the Community Services Coordinator job description. Brenda seconds and the motion passed unanimously.

Motion #562 - Katie made a motion to approve the Part-time Clerk job description. Larkin seconds and the motion passed unanimously.

Ally gave a finance review including:

- Review of 2025/2026 budget results - Ally
- Bonus payout for director and staff
- Putting excess funds from last fiscal year into reserve
- Purchase of a laptop for John (tbd)

Motion #563 - Katie made a motion to approve the payment of bonuses to the current staff of the library. Ashley seconds and the motion passed unanimously.

Motion #564 - Katie made a motion to approve the purchase of a laptop for Jon. Larkin seconds and the motion passed unanimously.

Motion #565 - Katie made a motion to put the balance of the leftover budget funds into the Reserve Fund. Brenda seconds and the motion passed unanimously.

Update on the Trustee Handbook/Training: this will start in September, planning is still under way.

Motion #566 - Katie made a motion to accept Brook Finley's resignation effective at the end of this board meeting. Larkin seconds and the motion passed unanimously.

Motion #567 - Katie made a motion to approve the Consent Agenda. Ashley seconds and the motion passed unanimously.

Motion #568 - Katie made a motion to approve the bills. Larkin seconds and the motion passed unanimously.

Committee Reports

Building/Maintenance - Ashley

- A needs assessment was conducted. Ashley reviewed the needs assessment document.
- Our construction project phase 2 is closed out.

Communication - Larkin, Brenda

- Have a meeting scheduled in early September to discuss streamlining communication and a new brochure.

Policy - Katy, Lisa, Brenda

- Already covered.

Planning - Brenda, Katy, Ashley

- The Ad Hoc committee will be meeting in September.

Finance - Katy, Lisa, Ashley

- Katie is asking Ron to review the Engagement Letter for Review of Bank Reconciliations.

Personnel - Larkin, Lisa, Katy

- Already covered.

Friend's Update: The Friends participation at the Farmer's Market has brought in almost \$200. The Friends are reviewing their by-laws. The Tea Party was very successful and they will hold it again next year. They have new printed T-shirts. They will participate in the Grape Festival. The major solicitation letter will be sent out in October. The Friends will cover the summer programming costs for the library.

Ally went through the Director's Report.

Dates for 2026 Board of Trustees Meetings: Third Wednesday of the month and Friends - 5:00 PM to 6:00 PM

- September 16 (Arden Neubauer), October 21 (TBD), November 18 (Barb Lindquist), December 16 (TBD) (Gathering)

Motion #569 - Katie motioned to adjourn the meeting. Larkin seconds and the motion passed unanimously.