ROBERT W. BARLOW MEMORIAL LIBRARY BOARD OF TRUSTEES
MINUTES
Monday, September 14, 2026 5:33 P.M.
Robert W. Barlow Memorial Library Community Room

Board of Trustees vice president Madeleine Weeks called the meeting to order at 5:33 pm. Other board members present were: Alison Campbell, Sarah Gilbert, Jeremy Leitzen, and Susie Rottink. Also present was Amanda Sunken, Assistant Library Director.

The agenda for the meeting was presented. **Moved by Gilbert, seconded by Rottink to approve agenda as presented. Approved unanimously.**

The minutes of the last meeting were presented. **Moved by Weeks, seconded by Rottink to approve minutes as presented. Approved unanimously.**

The bills from July were presented for the Board's review. Payment for the new server came out of CIP funds and the correct software update was completed. The Bridges annual fee was paid. **Moved by Gilbert, seconded by Rottink to approve payment of the July bills. Approved unanimously.**

The bills from August were presented for the Board's review. The Mediacom annual fee was paid, along with the quarterly copier charge. Toilet repairs were completed and Summer Reading Program prizes were purchased. **Moved by Weeks, seconded by Rottink to approve payment of the August bills. Approved unanimously.**

The Monthly Report and the Director's Report to the Board were presented.
*Circulation numbers were slightly above previous-year levels in both July and August. The rescheduled foam party was a massive success, with around 350 people attending.
*The Gift Account balance is $148,049.85.
*Calkins Nature Area will present a bird program at the library on September 24.
*Staff is doing a lot of community outreach this fall, including with the ECC library, Cedar Ridge, and Hansen Hospital.

The Friends of the Library are meeting tonight after a summer off.

There was no input from the public at the meeting.

Items for Discussion:
*The Board reviewed the final numbers from the Summer Reading Program. The library hosted 46 programs with 2,603 attendees. About the same number of kids completed the summer reading challenges as last year.
*The Board discussed Christmas holiday hours. **Moved by Weeks, seconded by Rottink to keep the library closed on Saturday, December 26. Approved unanimously.**
*The Board will discuss moving the Board meeting time at the October meeting.

Moved by Rottink, seconded by Weeks to adjourn at 6:16 pm. Approved unanimously.

The next meeting will be at the library on Monday, October 5, 2026 at 5:30 pm.
Submitted by Sarah Gilbert