

BOARD OF TRUSTEES MEETING MINUTES

MONDAY, JULY 20, 2026 | 6:00 PM



Challenging our community to **reach, explore, and transform**

Unless otherwise noted, all actions passed by affirmative and unanimous vote of all members present

I. Meeting Commencement

- A. **Roll Call:** The regular session of the La Porte City Public Library Board of Trustees was called to order by President Chingren at 6:11pm.
 - 1. **Members Present:** Linda Weidemann, Heather Chingren, Renee Jesse, Morgan Belfield
 - 2. **Members Absent:** Brynna Hemsath
 - 3. **Others Present:** Library representative Josée Varboncoeur
- B. **Agenda Approval:** Motion by Jesse, seconded by Weidemann to approve the agenda as presented. *Motion carried.*
- C. **Minutes Approval:** Motion by Weidemann, seconded by Jesse to approve the 6/15/2026 meeting minutes. *Motion carried.*

II. Public Comments & Correspondence

A. Description

- 1. The Women's Club thank-you note was posted on the library's bulletin board, as it was a very kind gesture. The library welcomes more collaboration with this group.
- 2. The library's social media photos will begin utilizing the ALA's photo release form to ensure proper protection of both the library and minors when capturing images at library programs or within the facility. The library may take photographs but will primarily focus on capturing images of individuals from behind or, in the case of minors with visible faces, will obscure or blur their faces before posting.
- 3. The overdue material fines in the Insignia library system have been updated to accurately reflect the library's policy of charging fines after 90 days rather than the previous 42-day period as configured within Insignia. Additionally, the library director will respond to the Facebook comment regarding being charged the replacement cost for the library material that led to this discovery.

III. Financials

A. Updates:

- 1. Chingren inquired about the higher-than-usual 'Building & Supplies' expenses. The increase was due to a toilet requiring a new fill valve and flapper, as well as a routine check-up scheduled in

early June. The previous library director arranged an appointment with Young Plumbing & Heating Co. for these services.

2. The previous expense of \$2,122.50, covering the Wreath Sale (\$1,055.48) and iRead Summer Library Program (\$1,067.02), will be covered by the Trust Fund this year, as the original budget line was not Trust Fund funded. For next fiscal year's Summer Library Program, the library plans to request additional funding from the City Council to increase the programming budget. Currently, only a few hundred dollars would remain for other programming if the library used the current program budget line to cover the iRead purchase. Motion to approve by Chingren, seconded by Weidemann. *Motion carried.*
 3. Varboncoeur will confirm with the city clerk whether the "Local Grant Project" qualifies as a trust expenditure rather than a general fund expense. If it is not classified as a trust expenditure, the purchases for the Nourished Reader Project will be requested to be reallocated to the "Special Events" budget line.
- B. **June 2026's Bills:** Motion by Chingren, seconded by Jesse to approve payment for the monthly bills as presented outside of June's payroll. *Motion carried.*

IV. Library Director's Report

- A. **Usage Report:** The Summer Reading Program has been highly successful, with 91 participants in the reading challenge, 20 completed and returned reading logs, and 9 summer book club quizzes completed and displayed on the library's walls. Attendance at the Picnic in the Park has been consistent, averaging in the upper 20s. The June 17th Picnic in the Park was rescheduled due to weather conditions. Collaboration with the La Porte City Police Department has been excellent, and the library looks forward to continuing this partnership in the future. The Festival of Trails, a multi-day celebration, attracted many attendees, and the programs and activities offered by the library have contributed to increased participation and higher traffic to the library.
- The Brick Street Market has begun, and Varboncoeur has prepared a document that she and a volunteer board member sign to ensure transparency regarding petty cash being taken out of the building, which are expected to be returned following the days after the market. The current volunteer sign-up sheet for Brick Street Market includes:
- July 24th – Heather Chingren
 - July 31st – [Open]
 - August 7th – Heather
 - August 14th – Mindy
 - August 21st – Heather

Since the library's renovation, there has been a noticeable increase in usage of the facility. More materials, especially from the Library of Things collection, are being checked out for home use. Overall, library statistics for June show growth. An HVAC inspection was scheduled collaboratively by the previous library director and Varboncoeur, and both units were confirmed to be in proper working order by Young Plumbing and Heating Co. Varboncoeur has updated the password for the library's password vault to ensure its security, following the board's directive.

- B. Chingren inquired about the patron utilizing the library facilities as a location for tutoring services. There have been no issues or concerns reported. The patron has been using the library as a third space, and no business activities have taken place on library premises.

C. Referred for Board Action

1. Referred for Board Action (*Board Action*)

a) Jake Rochford-Volk's Timecard

- (1) The Board had previously approved Rochford-Volk's resignation in accordance with the written agreement. There was no verbal agreement regarding the use of sick or vacation time on the timecard. The Board of Trustees reviewed the resignation documentation along with additional supporting materials and subsequently revised its approval accordingly.
- (2) The board does not believe it is appropriate to override city policy. Additionally, the board does not support the payout of sick time recorded on Rochrod-Volk's timecard, as it is inconsistent with established city policy.
- (3) Rochford-Volk had filled in his timecard prior to his final physical day, 6/18/2026.

Motion by Renee Jesse, seconded by Heather Chingren, to email the City Clerk the relevant details and wait for the city's response before taking any further action.

Motion carried.

2. At the board meeting held on July 20, 2026, Heather Chingren served as board president, and Linda Weidemann served as secretary of the board. Motion by Renee Jesse, seconded by Morgan Belfield. ***Motion carried.***

V. Unfinished Business

A. Detail: None.

VI. New Business

A. Deciding election of officers

1. For the board meeting held on 7/20/2026 Heather Chingren acted as Board President and Linda Weidemann acted as Secretary of the Board
2. Fiscal Year Officers
 - a) President Nomination: Jesse and Weidemann nominated Heather Chingren.
 - (1) Chingren accepted the position of board president.
 - b) Secretary: Jesse and Chingren nominated Weidemann
 - (1) Weidemann accepted the position of secretary.

B. The board will continue to meet on the third Monday of each month at 6pm.

C. Someone has expressed interest in the last board of trustee position. Varboncoeur has been in communication with this individual and the library is currently waiting for a completed application to be turned in. The individual has family situations that must be settled before moving forward.

D. A reminder for the board to complete the Iowa Public Board Training prior to the September board meeting. The training in the Workday platform is approximately 90 minutes.

VII. Meeting Closure

A. Next Meeting Date: Monday, August 17, 2026, at 6pm.

B. Adjournment: Motion by Weidemann, seconded by Jesse to adjourn the meeting at 8:30pm. *Motion carried.*