

BOARD OF TRUSTEES MEETING MINUTES

15 JUNE 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 6:02 PM.
 - 1. **Members Present:** Heather Chingren, Mindy Rottinghaus (remote), Terri Vopelak, Linda Weidemann
 - 2. **Members Absent:** Renee Jesse and Brynna Hemsath
 - 3. **Others Present:** Library Directors Jake Rochford-Volk and Josée Varboncoeur represent library administration. One member of the public was present.
- B. **Agenda Approval:** Motion by Vopelak, seconded by Weidemann to approve the agenda as presented. *Motion carried.*
- C. **Minutes Approval:** Motion by Weidemann, seconded by Vopelak to approve the May 18, 2026 meeting minutes. *Motion carried.*

II. Public Comments & Correspondence

- A. None

III. Financials

- A. **Updates:** Rochford-Volk will speak with City Clerk Jane Whittlesey regarding expenses to special events (6571). The board and administration assume the expenses are general but are listed as a transfer from the trust. Rochford-Volk's business credit card is being closed per order from Whittlesey. Varboncoeur will ask to borrow another city credit card for immediate purchases until her credit card arrives via USPS. *The Nourished Reader Project* is still expecting a \$500.00 donation from the LPC Lion's Club, which would put the total donations at \$1,850.00. Already, the library has provided over 125 meals to kids.
- B. **May 2026 Bills:** Motion by Rottinghaus, seconded by Vopelak to approve payment for the monthly bills as presented. *Motion carried.*

IV. Library Director's Report

- A. **Usage Report:** The library is seeing an increase in social media engagement, and the building's people counter is higher at this point in the year compared to last year (despite being closed for four months for the renovation). Library materials such as the Library of Things are increasing, while book checkouts are consistently decreasing.

B. Updates: Varboncoeur began training on June 8th and has assumed duties as Library Director. Rochford-Volk's last day in-person is Wednesday, June 17. He will remain available remotely through June 30.

C. Referred for Board Action

- 1. Additional Staff Training Closure:** The Iowa Library Association is hosting its annual conference in Cedar Rapids from October 7 through October 9, 2026. With the close proximity to the library, library staff members Neuendorf and DeBoef-Craft will attend Thursday and Friday. Varboncoeur has a preplanned vacation. Motion by Weidemann, seconded by Rottinghaus to close the library on Friday, October 9 for staff to attend the annual Iowa Library Association Conference in Cedar Rapids. *Motion carried.*
- 2. Friends Foundation Key:** The board discussed concerns regarding liability for the Friends Foundation and wants to ensure everyone who enters the library outside hours of operation waives liability, which will be added to the MOU. Motion by Rottinghaus, seconded by Weidemann to approve issuing a key to the Friends Foundation with a note to update the MOU to include fees to replace the key, rekey the locks, and cover all other incurred damages. *Due to a conflict of interest, Vopelak abstained. Motion carried.*
- 3. Patron Requested Room Extension:** After reviewing building policies, the board of trustees has denied the request on the basis that the room is not intended for business. Motion by Rottinghaus, seconded by Vopelak to approve the first week of appointments and deny remaining requested times. *Motion carried.*
- 4. Notary Public Service:** Based on current use statistics, Varboncoeur will track patron requests and report the number of requests to the board in December 2026. The board will then determine if they will reinstate the service with Varboncoeur serving as notary public. Motion by Chingren, seconded by Weidemann to track patron requests to use the service for six months and review the data. *Motion carried.*
- 5. Renovation Report:** No discussion regarding the renovation report. Motion by Weidemann, seconded by Vopelak to approve adoption of the Renovation Report. *Motion carried.*

V. Unfinished Business

A. None

VI. New Business

A. Board Meeting Schedule for FY2027: No discussion regarding the meeting schedule except to adjust a few dates and review the schedule during the July 2026 meeting. Motion by Weidemann, seconded by Vopelak to approve the schedule with a change from December 21, 2026 to

December 14, 2026 and a correction to January 18, 2027; review the agenda during the July 20, 2026 meeting. *Motion carried.*

- B. **Workday Learning Accounts:** Workday learning accounts allow trustees access to required training. Each trustee will create an individual account. Motion by Vopelak, seconded by Chingren to require all Board Trustees to adopt a Workday Learning account. *Motion carried.*

VII. Meeting Closure

- A. **Next Meeting Date:** Monday, July 20, 2026
- B. **Adjournment:** Motion by Weidemann, seconded by Vopelak to adjourn the meeting at 7:21 PM. *Motion carried.*

Submitted by Mindy Rottinghaus