

# SECURITY PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING MINUTES

November 13, 2025

- I. **Call to Order** The meeting was called to order at 6:30 p.m. by Ms. K. O'Donnell

**Pledge to Flag** Pledge of Allegiance to Flag

**Roll Call:**

**Board members present:** Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Ms. Walsh, Mr. Ybarra

**Board members absent:**

**Staff members present:** Ms. Garrett

II. **Recurrent**

A. **Minutes**

It was moved by Ms. Laborde, seconded by Ms. M. O'Donnell, that the Library Board of Trustees **APPROVE** the minutes of the October 9, 2025 meeting.

Aye: Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Mr. Ybarra

Motion carried

B. **Financial Report**

It was moved by Ms. Laborde, seconded by Ms. Gifford, that the Library Board of Trustees **APPROVE** the financial reports for October, 2025.

Aye: Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Mr. Ybarra

Motion carried

## C. Director's Report

October:

- Booksale was on October 17<sup>th</sup> and 18<sup>th</sup>. New for this year – Books by the bag or box during the whole sale! Went absolutely great. We made \$2,114.78 and only had 70 leftover boxes. Usually we have over 120 leftover boxes. It was so much easier for people working the payment table.
- 3<sup>rd</sup> annual Fall Festival & Craft Fair was November 1<sup>st</sup> from 4-7pm. Activities for all ages, storytimes by the fire, photo booth, food trucks, and of course, 30 crafters? Everyone seemed to have a great time.
- Halloween/Fall Shelf Sitters class was on Saturday, October 11<sup>th</sup>, 2-4 pm. Picture passed around.
- Loom Knit Pumpkins was on Saturday, October 11<sup>th</sup>, 2:30-4:30 pm
- Makerspace Family Night had 55 people attend!
- Staff went out to Grand Mountain for a Makerspace Experience for 155 students!
- Scary Story Contest had over 140 entries! Winners to be announced this week.
- Banned Book Week Contest wrapped up in October. We had 134 people participate.
- Teen ESCAPE room activity was October 31<sup>st</sup>.

November Makerspace classes-

- Glowforge classes: Helicopter Models, LED Candle Holders, Holiday Earrings and Mushroom Shelf Sitters.
- Cricut classes: Sweatshirt/Hoodies and Pumpkin Lanterns.
- 3-D classes: Autumn Leaf Bowls, Dragon Keychains, Fall Coasters, and Thanksgiving Dinner Snap-Outs.
- Workshop hours: Mondays & Wednesdays 10:30-12:30 pm, Saturdays 2-4 pm.
  
- Loom Knit Snowmen on Saturday November 15<sup>th</sup> from 2-4 pm.
- Toy Drive November 8<sup>th</sup> – December 15<sup>th</sup>. Drop off new, unwrapped toys and enter to win an Amazon gift card. Food Drive

- Homeschool Crew is monthly on the 3<sup>rd</sup> Wednesday of the month. This year's theme is Build a Zoo.
- Tweens and Teens Thanksgiving Break Hangout is Tuesday, November 25<sup>th</sup> from 2-5 pm. 5<sup>th</sup> -12<sup>th</sup> graders welcome.
- Library is closing early in Wednesday, November 26<sup>th</sup>, and is closed Thursday and Friday, November 27<sup>th</sup> and 28<sup>th</sup>.
- Looking for a few Adult D&D players for Saturday's club.
- Celebrating Native American Heritage Month.

**D. Correspondence**

Received response from Great American Insurance regarding Kevin Sanchez's letter.

**E. Trustees, public, and staff on items not appearing on the agenda.**

**III. Old Business**

**A. ACT ON Promotion of Library Personnel**

It was moved by Ms. Gifford, seconded by Ms. Laborde, that the Library Board of Trustees **APPROVE** the Promotion of Sarah Anspach to Library Director.

Aye: Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Mr. Ybarra

Motion carried

**B. ACT ON Revised Teen Librarian Job Description**

It was moved by Ms. Laborde, seconded by Ms. M. O'Donnell, that the Library Board of Trustees **APPROVE** the Revised Teen Librarian Job Description.

Aye: Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Mr. Ybarra

Motion carried

#### **IV. New Business**

##### **A. ACT ON Promotion of Library Personnel**

It was moved by Ms. M. O'Donnell, seconded by Ms. Gifford, that the Library Board of Trustees **APPROVE** the Promotion of Samantha Lacy to Head of Public Services.

Aye: Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Mr. Ybarra

Motion carried

##### **B. ACT ON Employee Tuition Assistance Request**

It was moved by Ms. Laborde, seconded by Ms. Carino, that the Library Board of Trustees **APPROVE** the Tuition Assistance Request in the amount of \$3,408.00, for Samantha Lacy for Library Master's Program.

Aye: Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Mr. Ybarra

Motion carried

##### **C. ACT ON Employee One-Time Compensation**

It was moved by Ms. M. O'Donnell, seconded by Ms. Gifford, that the Library Board of Trustees **APPROVE** the One-Time Compensation of \$1,000 for full time employees and \$500 for part time employees.

Aye: Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Mr. Ybarra

##### **D. ACT ON Director Sarah Anspach Representative Letter**

It was moved by Ms. Laborde, seconded by Ms. Carino, that the Library Board of Trustees **APPROVE** the Director Sarah Anspach Representative Letter.

Aye: Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Mr. Ybarra

Motion carried

**E. ACT ON Engagement Agreement for Seter, Vander Wall & Mielke, Attorneys at Law**

It was moved by Mr. Ybarra, seconded by Ms. Gifford, that the Library Board of Trustees **APPROVE** the Agreement with Attorneys Seter, Vander Wall & Mielke.

Aye: Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Mr. Ybarra

**F. ACT ON Adding Samantha Lacy and Shannon Garrett to School District #3 Credit Union Credit Card Account. Adding Sarah Anspach as Account Representative for Friends of the Library Account at School District #3 Credit Union and Library Account at UMB. Adding Samantha Lacy to UMB Account.**

It was moved by Ms. Carino, seconded by Ms. M. O'Donnell, that the Library Board of Trustees **APPROVE** the Adding Samantha Lacy and Shannon Garrett to School District #3 Credit Union Credit Card Account. Adding Sarah Anspach as Account Representative for Friends of the Library Account at School District #3 Credit Union and Library Account at UMB. Adding Samantha Lacy to UMB Account. Removing Susan Schmitz-Garrett from the UMB Library Account, the School District #3 Credit Union Credit Card, and Friends of the Library Account.

Aye: Ms. Carino, Ms. Gifford, Ms. Laborde, Ms. K. O'Donnell, Ms. M. O'Donnell, Mr. Ybarra

**G. ACCEPT 2024-2025 Library Audit**

The Board of Trustees **ACCEPTED** the **2024-2025 Library Audit**.

**H. ACCEPT 2025-2026 State Grants for Libraries Award Letter**

The Board of Trustees **ACCEPTED** the **2025-2026 State Grants for Libraries Award Letter**.

Respectfully submitted,

Misha Gifford, Secretary

