

SECURITY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

January 8th, 2026

- 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. Hubbard, Mr. Ybarra

Board members absent:

Staff members present: Ms. Anspach and Ms. Lacy

II. Recurrent

A. Minutes

It was moved by Ms. Laborde, seconded by Ms. Carino, that the Library Board of Trustees **APPROVE** the minutes of the November 13, 2025 meeting.

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

Motion carried

B. Financial Report

It was moved by Ms. Carino, seconded by Mr. Ybarra, that the Library Board of Trustees **APPROVE** the financial reports for November and December, 2025.

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

Motion carried

C. Director's Report

November

- The Library was closed November 27 and 28 for the Thanksgiving Holiday.
- Toy Drive began November 10th.
- Food Drive is still ongoing. We have made 3 deliveries to Connections for Life so far.
- Loom Knit Snowmen Class was held on the 15th
- Makerspace Classes:
 - Glowforge Classes: Holiday Earrings and Mushroom Shelf Sitters
 - Cricut Classes: Pumpkin Lanterns
 - 3-D Classes: Pumpkin Buddies, Dragon Keychains, Fall Coasters

December –

- The Library was closed on December 24, 25, and 31 for the holidays.
- Loom Knitted Headbands (2 week) Class for all ages
- Open House for Card Making. We got all of our card making equipment (stamps, paper, and other embellishments) out and set it up in the meeting room. Patrons could come in all day long and make whatever card they chose to make. We had 36 people come in!
- Community Center Extension Event on the 13th. In partnership with Widefield Parks and Rec, Grand Mountain School, and Nat Sobin the *Coordinator of Grants & STEM Programming for WSD3* we are endeavoring to bring library and park and rec services to the Colorado Center and Lorson Ranch neighborhoods. Although it was a small turnout, we hope to build up some interest by hosting a once-a-month event at GMS. Nat provided 3D printers, the library a craft and story time, and park and rec had an informational booth.
- Toys were collected by Santa on the 16th – huge donation!! A bike (still in the box!) was also donated.
- Great turnout for Teen Holiday Hangout – 20. It was right before the P&R Tree Lighting, so there was more engagement.

- Susan's Retirement month/party. We had so much fun and gave her a proper send off. We surprised her with bowling at Whirly Ball, then lunch at Bubba's 31. All month long, she opened gifts from the staff via her own, specially made Advent calendar. On her last day, staff all wore PJ's and "clapped her" out to her car.
- Makerspace:
 - Winter Workshop: Staff hosted 6 sessions over two days where patrons could pick from a list of items to make. The 3D printers, Glowforge, and Cricut were all utilized. Not only were they able to take home a handmade item to give as a gift, they also got a basic introduction to the machines!
 - Winter Workshop: Last minute homemade gifts (for kids) – Molly and Shannon had four sessions over two days where families could sign up to make holiday-themed personalized gifts at 4 different stations. They used crafts made in the Makerspace to also promote what we do there.
 - Cricut: Holiday Cards, Mugs, Tea Towels, Ornaments, Flameless Candles, Orbital Christmas Tree or New Year's Luminary ○

Glowforge: Winter Earrings, Gingerbread Ornaments ○ Hand-sewn Felt Garland, Embroidery Bead Soup Wall Hanging January:

- The library was closed on January 1st for New Years.
- We will be closed on January 19th in celebration of Martin Luther King Jr. Day.
- Adult Winter Reading Program starts on January 12. "Once Upon a Midnight Dreary.." Participants will log the amount of time they read and win great, Edgar Allen Poe themed prizes. The grand prize is an awesome blanket and/or a gift certificate to the Book of the Month Club.
- 2026 - 100 Books Challenge begins January 1st!
- Hat-a-thon: 17th 10am-2pm. Patrons can join us to make hats to give away to local schools and charities. Last year, we donated all hats to WSD3 schools! People can also donate hats in advance of the event. Sub sandwiches will be provided and participants are encouraged to bring sides or drinks
- Storytimes, Messy Days with Molly, Storybook Symphony, and Homeschool Crew's: Build a Zoo all back in session.

- Makerspace: New format! Still having Tween Makerspace Days on Mondays and some 3D Classes with our volunteer, Brandon, but will change to 1-on-1 appointments for beginners Monday and Thursday. Additional appointments will be added in February.

D. Correspondence

E. Trustees, public, and staff on items not appearing on the agenda. III. Old Business

IV. New Business

A. ACT ON Employee Tuition Assistance Request

It was moved by Ms. M. O'Donnell, seconded by Ms. Carino, the Library Board of Trustees **APPROVE** the amount of \$2286.45.

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

Motion carried

B. RECEIVE Revised Fax Policy

The Board of Trustees **RECEIVED** the Revised Fax Policy.

C. RECEIVE Revised Daily Cash Reconciliation Policy

The Board of Trustees **RECEIVED** the Revised Daily Cash Reconciliation Policy.

D. RECEIVE Revised Tuition Assistance Policy

The Board of Trustees **RECEIVED** the Revised Tuition Assistance Policy.

Respectfully submitted,



Misha Gifford, Secretary