



**Jane B. Holmes  
Helena Public Library  
Board Meeting**

**Meeting Date:** December 11, 2025

**Submitted by:** Ginger Klein, Secretary

**Attendance:** P=Present A=Absent

**Minutes Approved:**

|   |                         |   |                                                 |
|---|-------------------------|---|-------------------------------------------------|
| P | Mr. Brian Peters, Chair | P | Mr. Dan Dearing (Library Director)              |
| A | Mrs. Karen Scott        | P | Mr. Brooke Dodson (City Council Representative) |
| A | Dr. Michelle Wilson     | P | Ms. Nancy Farris                                |
| P | Mrs. Ginger Klein       | P | Ms. Tracy Arnold (Library employee)             |

The meeting was called to order at 4:34pm by Mr. Brian Peters. Mrs. Scott and Dr. Wilson were absent from the meeting. The remaining board members were present so there was a quorum.

Mr. Peters asked for any corrections or additions to the minutes from the September 18, 2025 meeting. No corrections/additions were noted. A motion was made by Ms. Farris and seconded by Mrs. Klein to approve the minutes as presented. There was no opposition to approve the minutes from September 18, 2025.

**New Business:**

1. Library Report:

- a. Mr. Dearing reported that a few representatives from the Youth Leadership Development Program will be participating in a community service project at the library this Saturday at 9:00am. They will be helping to clean and spruce up the library, inside and outside.
- b. Mr. Dearing gave a heads up that the library's Long Range Plan, which is required by the State, will need to be completed in 2026. He will distribute copies of the existing plan to board members at the next meeting.

Meanwhile, he and the library staff will begin reviewing the old plan, brainstorming, and generating a rough draft.

- c. HPL will host the Shelby County Libraries Directors meeting next week on December 16th.
- d. The wire shelving for the paperback section was recently replaced with wooden shelves. The next phase of updated shelving will be ordered soon with funding provided by Senator April Weaver.
- e. Mr. Dearing reported that the library's part-time worker is resigning. Her last day will be January 10th. Mr. Dearing and Ms. Arnold are talking to the city about hiring a replacement and will begin that process.

2. Library Account Report:

- a. According to the financial statement provided, the total revenue to date is \$17,766.99 with expenses of \$3,268.16 resulting in a bank balance of \$14,498.83. The expenditures included library materials (\$2,761.57), supplies/equipment (\$320.52), and programming (\$186.07). After subtracting the remaining grant funding in the account (\$7,747.58), the discretionary funds total \$6,751.25.

3. State Aid Report:

- a. The library has received the first quarter state-aid funds totalling \$5,335.68 and has spent \$657.80 on print materials. This leaves a balance of \$4,677.88.

4. Policy Report:

- a. Mr. Dearing reported that the library had been approached repeatedly by various citizens requesting the ability to read in conjunction with the children's programs. The library staff realized there was not a policy or guidelines in place to indicate who would be allowed to do that so they generated one. Mr. Dearing provided copies of "Library Policy: Authorized Personnel for Children's Reading Programs" for review. After reading the policy, Mrs. Klein asked for clarification on the definition of "Authorized Library Staff" because she interpreted it as library employees, rather than people hired by the library. She was particularly concerned that the way it was written was excluding the current storytime leader from being able to function in that capacity. Mr. Peters suggested changing the policy from "Individuals employed by the library" to "Individuals employed/hired by the library" for additional clarity. A motion was made by Mrs. Klein and seconded by Ms. Farris to adopt the policy once the wording was changed. The board voted unanimously to approve the policy.

## **Old Business:**

### **1. Required Document Review.**

- a. Mr. Dearing reported that he had reached out to someone from APLS in regard to their requirement that library boards should have staggered, four-year terms. According to Title 11-90-2, initial members have terms of: one member for a term of one year, one member for a term of two years, one member for a term of three years, and two members for a term of four years. After each initial term, all subsequent terms are for four years. The APLS representative indicated that if our library was not currently following that guideline that it needed to start. Mr. Dodson said that after the new year the city council will begin reviewing all of the city's boards/committees. Mrs. Klein suggested that it might be a good time to start the initial process indicated in Title 11-90-2. The current board could disband, therefore opening all 5 seats for appointment. Existing board members would still be eligible to apply. The members of the new board could decide among themselves who wanted to begin with a one, two, three, or four year term.

### **2. Upcoming Board Meeting Dates.**

- a. The next board meeting date is set for February 12, 2026 at 4:30pm.

### **3. Other/Open Discussion.**

- a. Mr. Peters congratulated Mr. Dodson on his appointment to the city council. He also thanked him for choosing to be the library's liaison and for attending the meeting.

### **4. No one from the public was present, so there were no public comments.**

Mr. Peters asked for a motion to adjourn. A motion was made by Mrs. Klein to adjourn and was seconded by Ms. Farris. The HPL voted unanimously to adjourn the meeting at 5:29pm.