

Buhl Public Library Board - MINUTES

For meeting held on
Thursday, December 18, 2025, at 5:30 p.m.

Call to Order:

Cheryl called the Library Board meeting to order at 5:27 p.m.

Roll Call:

Present: Cheryl Smilanich, Peggy Fabish, James Conger, & Kristian Conger.

Absent: Linda Keller

Guests: Dave Johnson from All Slopes Roofing

Library Staff: Phantajia Duty

Minutes:

Minutes from the November 20, 2025, Library Board meeting were reviewed. Motioned by James to approve the Minutes into record; seconded by Peggy. All in favor; motion carried.

Expenditures for the period:

Expenditures from November 1 through December 18, 2025, were reviewed. Motioned by Cheryl to approve the expenditures; seconded by James. All in favor; motion carried.

Librarian's Report:

Monthly paperwork:

- **Petty cash:** \$75.00 – 1 book for \$25.00 and Drive by Santa donation for \$50.00.
- **Deposit of receipts:**
 - November 2025: \$260.40: \$255.40 for copy & fax charges, \$2.00 from sale of library books, and \$3.00 from library fines.
- **Time Sheets:** Pay period # - hours:
 - Tajia: #24 – 58.5 and #25 – 42.5.
 - Carmen: #24 – 13 and #25 – 8.
- **Statistical Reports:** November 2025 were reviewed by board members.
- **Financial Statements:** City of Buhl Expenditure Guideline for the Library dated November 2025, was distributed to and reviewed by board members.

Legacy Events/Library Events:

- Dec 1 – Feb 28 winter reading.
 - Mystery prizes for competing ages.
 - Almost exclusively adults have signed up so far – 17.
- January 5 – Kumihimo inspired bracelet making from MN artist Jen Anfinson.

ALS Trainings & Meetings:

- April 8, 9, & 10, the Public Library Association (PLA) annual nationwide conference will be hosted in Minneapolis in 2026. If Tajia wins a MN DE (Department of Education) travel grant she will be attending.
 - Part of the cost could be covered by ALS if Tajia doesn't receive the grant.
- Tajia will be in Texas July 7 through July 20, 2026. A part-time person may be needed.

Staff Scheduling:

- No events scheduled for July due to Tajia's absence.

Library Maintenance and/or updates:

- Ingram books is the new company we may purchase books from.
- Tajia also looking at getting an account with Barnes & Noble.

- Official vendors are easier and cheaper to order from.
- Order from Southwestern Advantage books:
 - 24 books at \$27.23 per book for a total of \$653.62.
 - Tajia authorized to purchase supplies/books within a constraint of \$50.00 per unit.
- Center Point books is a company Tajia can order large print books from.
 - Can have a standing order with a 40% discount.
 - Platinum spotlight – \$604.08 for the year, 24 books per year.
 - Motion to approve the expenditure of funds for large print books from Center Point books for \$604.08 for 24 books by Peggy. Seconded by Cheryl. All in favor; motion carried
- Motion to approve the expenditure of funds for large print books from Center Point books for \$604.08 for 24 books made by James; seconded by Cheryl. All in favor; motion carried.

Building Maintenance and/or updates:

- December 8, TKE came out for their annual maintenance.

ALS & Other Agency Notices:

- Nothing reported.

Unfinished Business:

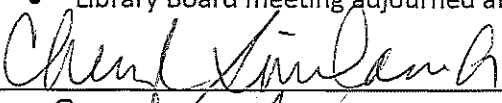
- Roof repair – from Dave:
 - City approved All Slopes Roofing, Dave Johnson, for fixing roof.
 - State funded/historical grant/federal grant – will take longer.
 - Paperwork required to pay employees set rates.
 - \$43,500 – roof repair + prevailing wage.
 - Remove all rock and old rubber or damaged wood.
 - 3-inch plates would be installed and insulation.
 - Flashing installed.
 - Rubber glued down to fiber board.
 - Warranty for 25 years – any leaks during that time will be fixed by All Slopes.
- Timeline – April/May, depends on snow melt.
- Motion to approve fully adhered roof installed by All Slopes approximate start date April 2026 for \$43,500.00 made by James; seconded by Cheryl. All in favor; motion carried.

New Business:

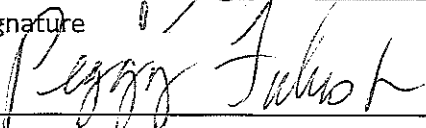
- James will explore grants for roofing.
- Exploration of fund-raising options.

Adjourn:

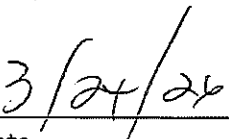
- Next Board Meeting scheduled for Thursday, January 15, 2026, at 5:30 p.m.
- Motioned to adjourn by Peggy; seconded by James. All in favor; motion carried.
- Library Board meeting adjourned at 6:01 p.m.



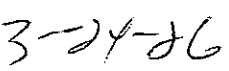
 Signature



 Signature



 Date



 Date

Prepared by: Kristian Conger