Phelps Library Board of Trustees
January 12, 2026 Annual Meeting
Meeting called to order: 6:30 pm
Roll Call:
Danielle Roder -Library Director, Trustees: Lee Coryell, Kevin Kelley, Nick Rich, Holly Rich, Dave Benz, Breeyn Schoonerman, Darcy DiPane (Absent).

Public Participation: None

Adoption of agenda: Nick motioned; Lee seconded; all in favor.

1. **Approval of Minutes (January 13, 2025)**- Bree motioned; Nick seconded; all in favor.

2. **President's Report** given by Dave Benz

3. **Director's Report** given by Danielle Roder

4. **2026 Committee Assignments (* signifies chairperson)**

   Building/Technology- Kevin*, Nick, Lee

   Finance/Funding- Bree*, Kevin, Darcy

   Policy/Personnel- Lee*, Nick, Bree

   Public Relations- Holly*, Darcy

5. **Election of Trustees**

The board members voted unanimously to maintain all the offices intact for the coming year. Dave motioned; Bree seconded; all in favor.

6. **Items for Annual Board Review and Approval**

1. Salary Schedule presented by Director Bree motioned; Nick seconded; all in favor.
2. Health Insurance Benefit Summary
3. Insurance Review
4. Bank Depository Review
5. Signatory Review- Bree added as signatory. Lee motioned; Nick seconded; all in favor.
6. Authorized Pre-payments Vote Lee motioned; Bree seconded; all in favor.
7. By-Laws Review- shifting to a 10-month yearly meeting schedule (to be discussed at next meeting)
8. Conflict of Interest Policy Disclosure -Signed by all members
9. Whistleblower Policy Disclosures- Signed by all members
10. Sexual Harassment Policy Disclosures
11. Policies Review, and Vote Nick motioned; Bree seconded; all in favor.
12. Approve Depreciation Schedule Nick motioned; Bree seconded; all in favor.

Motion To Adjourn Annual Meeting @ 7:19 pm Lee motioned; Bree seconded; all in favor.