

Library District #1 Doniphan County

Board of Trustees

Monthly Meeting

Wednesday, May 6, 2026

7:00 pm

Elwood, Kansas

- **Call Meeting to Order**

President Greg Bevis called the meeting to order at 7:00 pm.

Trustees present: Ruth Reiter, Morris Watkins, Mindy Courtin, Greg Bevis, Melanie Davis, Marla Taylor, Amy Foley

Library Staff member present: Becky Etherton, Carla Watkins, Theresa Root, Connie Higgins

Community members present: Mr. Higgins

- **Approve Agenda**

Agenda approved.

- **Approve board minutes**

Minutes for April were approved with corrections.

- **Patron's Petitions Correspondence**

A card was received in thanks from Roger Gormley and family for the memorial sent for Esther Gormley's funeral. A thank you was sent to the library from Ms. Matthew's class in recognition of the volunteer help from the library for Hyde Career Day.

Library Director's Report

Plans are developing for the Summer Reading Program. Brochures on activities at all of the branches were received and reviewed by the Board members. 4,958 books were sent out from our Library on Interlibrary Loan to other libraries. 7,236 books were borrowed in 2025.

- **Disbursements**

Watkins made a motion to accept disbursements as presented. Reiter seconded the motion. Motion passed 7-0.

- **Budget Review**

Budget discussed with no concerns.

- **Building Maintenance Report**

Discussed the replacement of the motor for the electric door at the Troy Branch. This repair was completed and the door is operational again. The roofing company will be completing the work needed over the front door at the Elwood branch. They will call to schedule the work. Discussed some other possible improvements that could be made to Elwood branch. These improvements will be kept in mind for future planning.

- **New Business**

Email. Davis asked about an email that she received from Smart Procure which was asking financial records to be sent to them. Etherton stated that the records had been sent and no further action was needed.

Elect new board officers. Davis nominated Foley for president. Courtin seconded. Watkins nominated Bevis for president. Reiter seconded. Discussion of position responsibilities for president, vice president and treasurer. Foley 3-4. Bevis 4-3. Bevis will remain president. Davis nominated Foley for vice president. Courtin seconded. Foley 7-0. Foley will become vice president. Reiter nominated Taylor for treasurer. Bevis seconded. Taylor 7-0.

Keri Braithwait, Dan Glynn and Rebecca Etherton will be removed from Library District #1 Doniphan County First Option Bank and Exchange Bank accounts. Mindy Courtin, Theresa Root, and Marla Taylor will be added Library District #1 Doniphan County First Option Bank and Exchange Bank accounts.

- **Old Business**

Foley asked about starting the updates to Board policies. Root has started reviewing policies. Bevis will schedule a time for NEKLS to meet with our Board and new Executive Director to discuss responsibilities of Board members and Director responsibilities since there are new Board members and Director.

Davis made a motion to move into Executive session to discuss the Executive Director position for 10 minutes. Foley seconded. Started 8 pm. Ended 8:10 pm.

Courtin made a motion to move into Executive session to discuss the Executive Director position for another 10 minutes. Foley seconded. Started 8:10 pm. Ended 8:19 pm.

Courtin made a motion to move into Executive session to discuss position responsibilities and terms with Theresa Root for 10 minutes. Started 8:20 pm. Ended 8:25

Trustees came out of Executive Session.

Davis made a motion to hire Theresa Root for the Executive Director position. Foley seconded the motion. Motion passed 7-0. Etherton will train Root for an additional 30 days with director salary. Root accepted the position and will start training May 7, 2026. This is dependent on passing her background check and a favorable evaluation after 3 months/90 days.

Meeting was adjourned President Greg Bevis at 8:31 pm

The next monthly Board Meeting will be held Wednesday, June 3, 2026, 7:00 pm
@ the Highland, Kansas Branch.

Minutes approved: Greg Bevis, Board President

Ruth A. Reiter, Recording Board Member