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**Graham Public Library Board**

**Monthly Meeting Minutes –January 14, 2026**

President Loppnow called the meeting to order at 5:00 pm.

Board members present: Kris Bernstein, Gretchen Hansen, Gayle Kerznar, Rachel Loppnow, Glen Miller, and Jan Winget. Absent: Steve Peterson. Also present: Sara Swanson, Library Director

Comments by Citizens Present: None

The minutes of the December 10, 2025 meeting were approved on a motion by Kerznar, seconded by Winget. Carried.

The December Income and Operating Report and Balance Sheet were presented and reviewed. Miller moved to approve the financials, seconded by Winget. Carried.

The vouchers for January were presented and reviewed. Winget moved to approve the vouchers, seconded by Bernstein. Carried.

**New Business**

Swanson presented revisions to the library's Circulation Policy, Patron Privacy & Confidentiality Policy, and Display Areas Policy. After discussion, Winget moved to approve the revisions of the three policies, seconded by Kerznar. Carried.

**Village of Union Grove Board Representative Report** N/A

**Library Director Report**

*Personnel:*

~On December 10 & 11, I met with each employee individually for their annual performance reviews. The format was the same as in past years: each employee completed a written self-evaluation, I completed an evaluation, and then we had a discussion. Everyone is doing well and meeting expectations. I emphasized to continue to provide excellent customer service.

*Facilities:*

~During our fall HVAC tune-up, it was discovered that the motor to one of our air handlers needs to be replaced. Major Mechanical, our HVAC repair company, is working to find a suitable motor to be installed as soon as possible.

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*Programs:*

~On January 7 we held our first Playgroup. 30 people attended! The Playgroup is a chance for parents, caregivers, and their young children to play and chat in a relaxed setting. We debuted some new toys: chunky blocks, soft blocks, and a tool set that the children loved. We will offer the Playgroup every other Wednesday at 10:00 am.

~On January 9, we held our first Craft Swap. It was very popular! Over 20 people brought their leftover craft supplies and swapped them for other supplies. Many folks asked if we plan to hold another one, and yes, we have a swap planned for March 27. We love being able to support our community's interests.

~Starting February 2, AARP volunteers will be providing free tax preparation to seniors and low-income folks. They will be here each Monday from 9:00 to noon, for 10 weeks. New this year: I requested that we change the day from Saturdays to Mondays since Saturdays were often very busy for our limited staff. I am hopeful that Mondays will work better for all involved.

*Misc:*

~4K students from UG Elementary provided the ornaments for our Christmas tree this season. The ornaments were very shiny and looked great!

~We had a statewide internet outage from Saturday afternoon, January 3, to Monday morning, January 5. Luckily it didn't affect our in-person service since it happened when we were closed; however, it did affect anyone who wanted to use our catalog and app from home. Prairie Lakes will be investigating further as to why it happened and why it was not fixed sooner.

*Upcoming Programs:*

Legos & Games—Mondays at 4-6pm  
Story Time—Tuesdays at 10am and 1pm  
Homeschool STEAM—Wednesdays at 1pm  
Jan 15 at 6pm—Pajama Story Time  
Jan 16 at 11am—Book Tasting  
Jan 20 at 5:30pm—Evening Book Club: *The Family Upstairs*  
Jan 21 at 10am—Playgroup  
Feb 10 at 3:30pm—Craft: Bling your Own Book

Jan 22 at 1pm—Adult Craft  
Jan 26 at 10am-- Movie: *Freakier Friday*  
Jan 29 at 1pm—Book Club: *Counting Miracles*  
Feb 2 – April 6 at 9am-noon: AARP tax prep  
Feb 4 at 10am—Playgroup  
Feb 5 at 1pm—Adult Craft: Acrylic pour art  
Feb 6 at 10am-- Movie: *Unbreakable Boy*  
Feb 9 at 4pm—Youth Makerspace

The meeting was adjourned at 5:36 pm.

The next monthly meeting of the Graham Public Library Board will be Wednesday, February 11, 2026 at 5:00 pm, at the Library.