

The Berlin Public Library Board of Trustees was called to order on December 10, 2025, at 4:38 by President Kay Roethel. In attendance were Trustees Blazel, Draves, Durtschi, and Rainboth. Secretary Margaret Guertler and Treasurer Bob Malchetske were excused. President Kay Roethel and City Council Liaison Kristina Boeck attended virtually. Director Chris Kalupa was also in attendance.

Correspondence: An email was received from Farmers and Merchants Bank notifying the library of a \$500 gift as part of the bank's 12 Days of Christmas campaign.

Moved by Rainboth, seconded by Durtschi to approve the minutes of the November meeting. Passed.

Moved by Durtschi, seconded by Rainboth to accept the monthly bills for November. Passed.

Moved by Blazel, seconded by Durtschi to accept the Treasurer's report for November. Passed.

Library Director's report: complete copy attached to official minutes.

Moved by Blazel, seconded by Rainboth to allow space for a Little Free Food Pantry in the library on a trial basis with the understanding that American Industrial Sales is sponsoring and will be responsible for all upkeep. Passed.

Moved by Blazel, seconded by Rainboth to table the meeting of the Policy Committee. Passed.

Moved by Durtschi, seconded by Blazel to renew the surety bond for our treasurer. A two year policy is available through the city.

Trustee Draves reported on the activities of the Friends of the Library: Letters from Santa are in the mail, staff gifts were purchased, and plans are underway for a January Family Read-In and February Adult Read-In.

Business for future agenda: WCTS painting, carpeting, Kay Swan/Kay Roethel door panel designs, library signage, Carnegie grant.

New Business: Formation of an Interior Capital Improvements Committee. Durtschi and Draves volunteered.

Meeting adjourned by Roethel at 5:25 pm.

Respectfully submitted,

Michelle Draves, Trustee