

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: October 13, 2025

Time: 5:15 pm

**Place: 190 Price Mall, Crescent City CA 95531
(707) 464-9793**

Google Meet joining info

Video call link: <https://meet.google.com/cxt-sidv-shh>

Or dial: (US) +1 607-397-3192 PIN: 779 103 654#

More phone numbers: <https://tel.meet/cxt-sidv-shh?pin=9946991703830>

Public Comment

ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item unless we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair speakers, please limit your comments to three (3) minutes.

A CLOSED SESSION may be called at any time during a meeting, as permitted by the 1994 Ralph M. Brown Act for the following purposes: pending litigation (Sec. 9495639), personnel (Sec. 54957), labor negotiations (Sec. 54957.6) or any other exceptions to open session as described by the Act.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 prior to the meeting.

AGENDA

I. Call to Order

II. Communications

1) Public Comment Period

III. Consent Agenda

- 1) Minutes: Review, potentially modify, and approve minutes from [September 8th 2025 Regular board meeting](#).
- 2) Minutes: Review, potentially modify, and approve minutes from [October 2nd 2025 Special board meeting](#).
- 3) Claims: Review, potentially modify and authorize claims.

IV. Committee Reports

- 1) Del Norte Reads
- 2) Library Director
- 3) Smith River Branch
- 4) Friends of the Library
- 5) Trustees
- 6) Subcommittees

V. Unfinished Business

1) [Funding and Reclassifying Department Heads \(Discussion/Action\)](#)

The Department Head position was approved previously but hiring for these positions was delayed for budgetary reasons. Estimated fiscal impact \$15,000 annually. Postponed from last meeting.

VI. New Business

1) [Year End Budget Report \(Discussion\)](#)

 **General Funds Report 2024/25.pdf**

The Board will discuss the FY 2025 year end financials report and current fund balances.

2) [Audit Report \(Discussion\)](#)

 **SAS 115 Letter.pdf**  **Audited Trial Balance.xlsx**

 **Adjusting Journal Entries.xlsx**

The Board will review FY 2025 Library District Audit by independent auditor Harshwal & Company.

3) New Building Possibility (Discussion/Action)

The Board will hear new possibilities for a Library building, and potentially vote to create a committee or assign a negotiator to further explore these possibilities.

4) [Public Records Request Procedure](#) (Discussion/Action)

The Board will discuss and potentially approve a standard records request procedure/form to allow better public transparency and tracking of requests.

5) [Del Norte Reads Learning Facilitator](#) Position Creation (Discussion/Action)

The Board will discuss and potentially approve the proposed job description for Del Norte Reads Learning Facilitators as agreed upon in their contract with Klamath Promise Neighborhoods.

VII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for November 10th, 2025 at 5:15 pm.

Posted:

Andrew Napier Chair