

LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

April 17, 2024

Join Zoom Meeting

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Location: City Council Chamber

Time: 5:00 p.m.

Agenda:

- I. Call to order
Public Comments
- II. Approval of the Agenda – 2 minutes
- III. Approval of the Minutes -- 5 minutes
- IV. Treasurer’s Report -- 5 minutes
- V. Financial Report -- 5 minutes
 - a. Budget balance
 - b. Approval of bills
- VI. Director's PTO Hours: 0
- VII. Circulation report – 2 minutes
- VIII. Committee Reports -- 10 minutes
 - a. Personnel Committee
 - b. Friends of the Library Liaison
 - c. Public Relations Committee
 - d. Budget Committee
 - e. Grants & Fundraising Committee
 - f. Policy Committee: Personnel policy addendum for review
 - g. Building & Grounds Committee
 - h. SELCO Board
- VIII. Director’s Report -- 10 minutes
- IX. New Business – 5 minutes
 - a. Library Board Role <https://my.nicheacademy.com/selco-staff/course/63104>
 - b. Library Board Committees
- X. Old Business – 10 minutes
 - a. Library Bylaws
- XI. Other Business -- 5 minutes
 - a. Comments and Questions
 - b. Next meeting, **May 15, 2024 at 5:00 pm**
- XII. Adjourn

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING
Secretary Notes * March 20th, 2024

Location: **ZOOM Virtual Mtg. & City Council Chambers** Time: 5:00 p.m

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Sjeila Goetzke, Mindy Benson, City Council Rep. & Library Board Member, Tara Johnson-Library Director, Mitchell Walbridge-City Administrator.

Agenda:

I. Call to order: Jon Buggs called the meeting to order.
Public Comments: N/A

II. Approval of the Agenda:
Mindy moved to approve of the agenda. Alissa seconded. MC

III. Approval of the Minutes:
Sarah moved approval of the minutes. Mindy seconded. MC

IV. Treasurer's Report:
(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

**Deposit:		+\$	0
**Disbursements:	2/23/24 Junior Library Guild (Children's Books) (Check #5171)	-	\$1,565.94
	2/28/24 Phil Holtegaard (Christmas Lights) (Check #5171)	-\$	36.52
Donation Checking Acct. Balance:		Ending Balance: 2/28/24 =	\$14,940.02

Rose Bell Balance: February 28, 2024 \$3,119.72 / \$ 0 Deposits / \$0 Payments
Stacey moved to approve the Treasurer's Report. Jon seconded. MC

V. Financial Report:
a. Budget balance: February 2024 ~ 7.21% Budget Income / 16.68% Budget Expenditures
b. Bills: March 2024 Bills = \$1067.92
Phil moved approval of the March bills. Mindy seconded. MC

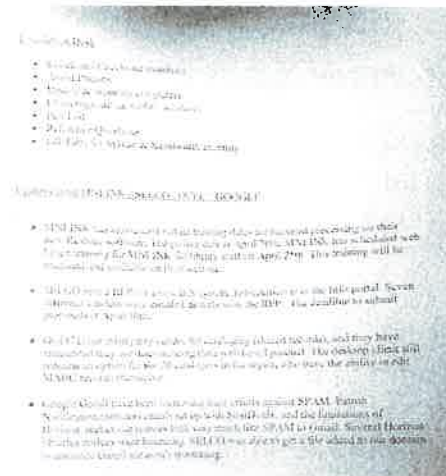
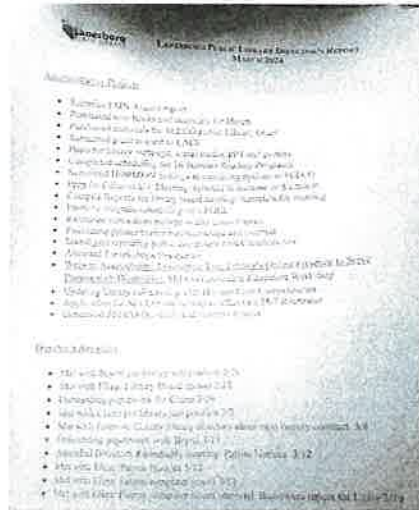
VI. Director's PTO Hours: 48 Hours (Dates: April 5, 8-12)
Sarah moved approval of Director's PTO Hours. Stacey seconded. MC

VII. Circulation report: February 2024 (4 new library cards)
Total Checkout=1,704 (1,538 physical items/166 ebooks/eaudio)

VIII. Committee Reports:

- a. Personnel Committee: N/A
- b. FOLL: Clean FOLL items out of closet in chamber area. City needs document storage.
- c. Public Relations Committee: N/A
- d. Budget Committee: N/A
- e. Grants & Fundraising Committee: Submitted 2 grants: SMIF Early Literacy Grant / LACF Grant
- f. Policy Committee: Bylaws/Personnel (See 'New Business')
- g. Building & Grounds Committee: N/A
- h. SELCO Board: N/A

IX. Director's Report: (See 2 page handout images below)



X. New Business:

- a. Bylaws-tabled until next mtg. *'Lanesboro Public Library Policy Addendums to The City of Lanesboro Personnel Policy Manual.'*
Jon moved to table the Policy Addendums. Alissa seconded. MC
- b. 100th Anniversary Task Force: Anna Loney will lead the Task Force Committee
- c. 2024 MN Author Tour: Steve Harris & Jess Lourey (April 2024)

XI. Old Business:

- a. Library Subs - Discussion hiring Brynn Pfeffer (Sub during Board Meetings.)
Discussion hiring Claire Cambray (Sub on Saturdays)
Discussion hiring Hannah Wingert (Sub as needed)

XII. Other Business:

Next meeting, April 17th, 2024, at 5:00 pm VIA In-Person & ZOOM Options.

XIII. Adjourn: Stacey / Mindy moved to adjourn the Library Board Meeting. MC

2 of 2 pages for **March 20th, 2024**– Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 4-14-2024

FYI:

Board Committees:

- Budget:** Stacey, Jon, Mindy (Examine and approve annual budget)
- Building & Grounds:** Jon, Phil (Building space is able to meet existing and future needs.)
- Liaison with Friends of the Library:** Stacey (Advocacy)
- Personnel:** Sarah, Stacey, Alissa (Hire/dismiss library director; Director's Annual evaluation, Recruit New Board Members)
- Policy:** Jon, Alissa, Sarah (Determine and adopt written policies for library operations.)
- Grants & Fundraising:** Stacey, Mindy (Write or assist with programs, services or building projects.)
- Public Relations:** Alissa, Phil, Sjeila (Advocate for and tell the library's story.)
- SELCO Board:** Linda Hennessey (Appointed; Interlibrary cooperation)

Lanesboro Public Library Treasurer's Report
April 1, 2024

Donation Checking Account #618230

Beginning Balance: March 1, 2024 **\$14,940.02**

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: March 31, 2024 **\$14,940.02**

Rose Bell Fund Account #22802752

Beginning Balance: March 1, 2024 **\$3,119.72**

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: March 31, 2024 **\$3,119.72**

CITY OF LANESBORO
Library24

Fund	Account Descr	Current Period	March 2024 Amt	YTD Amt	2024 YTD Budget	%YTD Budget
Expenditure						
211	E 211-45500-100 Wages and Salaries (G	March 2024	\$4,460.80	\$15,548.00	\$58,800.19	26.44%
211	E 211-45500-103 Part-Time Employees	March 2024	\$1,348.60	\$4,239.87	\$18,728.37	22.64%
211	E 211-45500-121 PERA	March 2024	\$430.34	\$1,468.97	\$5,814.64	25.26%
211	E 211-45500-122 FICA	March 2024	\$444.40	\$1,513.74	\$7,752.86	19.52%
211	E 211-45500-131 Employer Paid Health	March 2024	\$1,032.56	\$3,116.19	\$12,446.48	25.04%
211	E 211-45500-134 Employer Paid Life	March 2024	\$40.43	\$121.29	\$492.00	24.65%
211	E 211-45500-135 Employer Paid Other	March 2024	\$50.00	\$150.00	\$600.00	25.00%
211	E 211-45500-150 Worker s Comp (GENE	March 2024	\$0.00	\$0.00	\$600.00	0.00%
211	E 211-45500-170 Bonding	March 2024	\$0.00	\$183.82	\$200.00	91.91%
211	E 211-45500-208 Meetings / Trainings	March 2024	\$0.00	\$0.00	\$150.00	0.00%
211	E 211-45500-210 Operating Supplies (G	March 2024	\$0.00	\$0.00	\$500.00	0.00%
211	E 211-45500-230 Books & Movies	March 2024	\$718.97	\$1,785.78	\$6,000.00	29.76%
211	E 211-45500-233 Periodicals	March 2024	\$43.00	\$43.00	\$400.00	10.75%
211	E 211-45500-234 Automation/ILS Packa	March 2024	\$248.11	\$786.33	\$3,738.00	21.04%
211	E 211-45500-236 Program Expense	March 2024	\$0.00	\$0.00	\$700.00	0.00%
211	E 211-45500-237 Computer Lease/Supp	March 2024	\$0.00	\$0.00	\$4,230.00	0.00%
211	E 211-45500-238 PO Box Rental	March 2024	\$0.00	\$0.00	\$155.00	0.00%
211	E 211-45500-318 Security Subscription	March 2024	\$71.04	\$71.04	\$300.00	23.68%
211	E 211-45500-321 Telephone	March 2024	\$90.13	\$268.78	\$1,150.00	23.37%
211	E 211-45500-322 Postage	March 2024	\$0.00	\$0.00	\$0.00	0.00%
211	E 211-45500-361 General Liability Ins	March 2024	\$0.00	\$216.88	\$250.00	86.75%
211	E 211-45500-413 Office Equipment Rent	March 2024	\$85.12	\$258.82	\$960.00	26.96%
211	E 211-45500-430 Miscellaneous (GENER	March 2024	\$0.00	\$0.00	\$200.00	0.00%
Expenditure			\$9,063.50	\$29,772.51	\$124,167.54	
Revenue						
211	R 211-45500-31000 General Property T	March 2024	\$0.00	\$547.53	\$91,391.54	0.60%
211	R 211-45500-33650 County Funds - Rur	March 2024	\$8,261.37	\$16,303.52	\$33,045.51	49.34%
211	R 211-45500-34110 Copy/Fax/Printing/	March 2024	\$60.60	\$353.28	\$500.00	70.66%
211	R 211-45500-35103 Library Fines	March 2024	\$43.99	\$152.99	\$150.00	101.99%
211	R 211-45500-36210 Interest Earnings	March 2024	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36230 Contributions and D	March 2024	\$50.00	\$105.00	\$150.00	70.00%
211	R 211-45500-36231 Contributions & Do	March 2024	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36232 Non Resident Fee	March 2024	\$0.00	\$0.00	\$150.00	0.00%
Revenue			\$8,415.96	\$17,462.32	\$125,387.05	
			\$17,479.46	\$47,234.83	\$249,554.59	

<u>Library</u>	<u>2024 Budget</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>YTD Total</u>	<u>% of Budget</u>
E 211-45500-100 Wages and Salaries	\$ 58,800.19	\$ 6,626.40	4460.8	4460.8	\$ 15,548.00	26%
E 211-45500-103 Part-Time Employees	\$ 18,728.37	\$ 1,672.92	1218.35	1348.6	\$ 4,239.87	23%
E 211-45500-121 PERA	\$ 5,814.64	\$ 617.58	421.05	430.34	\$ 1,468.97	25%
E 211-45500-122 FICA	\$ 7,752.86	\$ 634.89	434.45	444.4	\$ 1,513.74	20%
E 211-45500-131 Employer Paid Health	\$ 12,446.48	\$ 1,051.07	1032.56	1032.56	\$ 3,116.19	25%
E 211-45500-134 Employer Paid Life	\$ 492.00		80.86	40.43	\$ 121.29	25%
E 211-45500-135 Employer Paid Other(cell)	\$ 600.00	\$ 50.00	50	50	\$ 150.00	25%
E 211-45500-150 Worker s Comp	\$ 600.00				\$ -	0%
E 211-45500-170 Bonding	\$ 200.00	\$ 183.82			\$ 183.82	92%
E 211-45500-208 Meetings / Trainings(safety)	\$ 150.00				\$ -	0%
E 211-45500-210 Operating Supplies	\$ 500.00				\$ -	0%
E 211-45500-230 Books & Movies	\$ 6,000.00	\$ 626.35	440.46	718.97	\$ 1,785.78	30%
E 211-45500-233 Periodicals	\$ 400.00			43	\$ 43.00	11%
E 211-45500-234 Automation	\$ 3,738.00	\$ 248.11	290.11	248.11	\$ 786.33	21%
E 211-45500-236 Program Expense	\$ 700.00				\$ -	0%
E 211-45500-237 Computer Lease	\$ 4,230.00				\$ -	0%
E 211-45500-238 PO Box Rental	\$ 155.00				\$ -	0%
E 211-45500-318 Security Subscription	\$ 300.00			71.04	\$ 71.04	24%
E 211-45500-321 Telephone	\$ 1,150.00	\$ 89.44	89.21	90.13	\$ 268.78	23%
E 211-45500-361 General Liability Ins	\$ 250.00	\$ 216.88			\$ 216.88	87%
E 211-45500-413 Office Equipment Rental	\$ 960.00	\$ 64.40	109.3	85.12	\$ 258.82	27%
E 211-45500-430 Miscellaneous	\$ 200.00				\$ -	0%
Subtotal	\$ 124,167.54	\$ 32,168.60			\$ 29,772.51	24%
R 211-45500-33650 Cnty Funds - Rural Circ.	\$ 33,045.51	\$ 8,042.15		8261.37	\$ 16,303.52	49%
R 211-45500-34110 Copy/Fax/Printing/Disk	\$ 500.00		292.68	60.6	\$ 353.28	71%
R 211-41000-31000 General Property Taxes	\$ 91,391.54	\$ 547.53			\$ 547.53	1%
R 211-41000-35103 Library Fines	\$ 150.00		109	43.99	\$ 152.99	102%
R 211-45500-36230 Contributions	\$ -				\$ -	0%
R 211-45500-36232 Non Resident Fee	\$ 150.00				\$ -	0%
Subtotal	\$ 125,237.05	\$ 8,589.68			\$ 17,357.32	14%

Lanesboro Public Library Bylaws

Updated 1/03; Approved 2/03

Updated 6/06; Approved 6/06

Updated 2/12; Approved 2/12

Updated 3/16; Approved 3/16

Updated 7/22; Approved 8/22

Updated 3/24; Approved

Board Makeup

The Lanesboro Public Library Board shall consist of seven members. Board members can be residents of the City of Lanesboro or rural Lanesboro, but the majority must be residents of the City of Lanesboro. The Library Board, subject to the approval of the City Council, shall select members. The Board shall consider prospective members and invite them to a board meeting, if desired, for an interview, but they must leave the meeting before the board votes on their candidacy. The names of new members voted in by the board shall be submitted to the City Council for approval at its next meeting.

Terms of Office

Terms of office shall be three years ending with the fiscal year, with members allowed to serve three consecutive three-year terms. In the event of the resignation or removal of a member in mid-term, a new appointment will be made by the Library Board to complete the unfilled term with the approval of the City Council. A board member who decides to resign from the Library Board mid-term must send a letter of resignation to the Library Board chairperson.

Election and Duties of Officers

Officers, including chairperson, vice chairperson, secretary and treasurer, shall be elected at the Library Board January meeting.

The **chairperson** conducts all regular and special meetings, calls special meetings as necessary and reschedules meetings.

The **vice-chairperson** presides in the absence of the chairperson.

The **secretary** attends all regular and special meetings, keeps the minutes of all meetings and takes care of all correspondence.

The **treasurer** maintains the donation account and the Rose H. Bell Buy-a-Book Fund records, writes checks for the donation fund checking account and completes monthly donation accounts report.

All **Library Board members** attend meetings regularly, suggest materials for purchase, assist library staff as required, establish and review library policies, approve bills, create annual budget with library director, create long-range plan and review it annually.

Library Director

The library director serves as the executive officer of the board, and they are a non-voting member of the library board.

Meetings

Regular meetings of the Lanesboro Library Board shall be held on the third Wednesday of each month at 5:00 pm in the library. If any meeting must be postponed due to a holiday, etc., the Board will meet the following Wednesday. The Library Board Officers may call special meetings when needed.

The normal agenda for Library Board meetings shall include, but not be limited to the following items:

1. Call to order
2. Public comments
3. Approval/amendment of agenda
4. Approval of the minutes
5. Treasurer's report
6. Financial report
 - a. Financial report
 - b. Approval of bills
7. Circulation report
8. Reports of standing and special committees
9. Reports of Friends of the Library and City Council Liaisons
10. Director's report
11. New business
12. Old business
13. Other business
14. Adjournment

Board members are expected to attend board meetings unless there is a valid reason given for not attending and Board members are asked to notify the chairperson or library director if unable to attend a meeting. The Library Board will review lack of attendance by a member over a period of time. A quorum of four members is required to conduct all meetings.

Options for Meeting Remotely

City council meeting and meetings of city boards and commissions are subject to the Open Meeting Law. Two statutes of the Open Meeting Law allow city council members and members of city boards and commissions to appear and participate remotely.

The public body must meet the following five requirements to meet using interactive technology:

- At least one member is physically present at the regular meeting location;
- All members must be able to hear and see each other and all discussion and testimony presented at any location at which at least one member is present;
- All members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes of all members. All votes are conducted by roll call so each member's vote can be identified and recorded; and
- The minutes for the meeting must reflect the names of any members appearing by interactive television technology and their location such as: Member will be participating via Zoom from city and state. In the case of illness, 24 hours advanced notice is needed in order to participate.
- The meeting agenda should contain all the information needed for the public to monitor the meeting remotely, including meeting links and/or access codes, as applicable.

Board action between meetings

For expenditures that fall outside of assigned budget categories, the library director may spend up to \$500 without prior board approval. When necessary, the Library Board may vote on expenditures or other matters between meetings by use of electronic media. Such votes shall require confirmation by majority vote of the board at its next meeting.

Lanesboro Public Library Mission Statement

The Lanesboro Public Library is a vibrant community center meeting the information needs of all Lanesboro area residents.

LANESBORO PUBLIC LIBRARY
POLICY ADDENDUMS TO
THE CITY OF LANESBORO PERSONNEL POLICY MANUAL
(These policies will be implemented prior to those listed in the City of Lanesboro Personnel Policy)

Article III. Section 3.04
Article VI. Section 6.02

CORE HOURS

For Section 3.04 Add to “Police, fire, [Library Staff], and public works employees”

Library hours are set by the Librarian with the approval of the Library Board. Current business hours can be found on the Lanesboro Library Website at www.lanesboro.lib.mn.us and on the front door entrance to the library.

Article VI. Section 6.01

HOURS OF WORK

The library’s regular workweek is determined by the open hours of the library as is found on the website.

Article III. Section 3.23

TRAINING/PROBATIONARY PERIOD

The Lanesboro Library training policy will be maintained by the Library Director; changes will be made with the assistance of the Personnel Committee as needed. A Training Manual will be kept in the Library. The library will implement a 6 month probationary period.

Article III. Section 4.01

SCOPE

The [Library Director] will manage the hiring process for positions within the library. While the hiring process may be coordinated by the Library Director, the [Library Board] is responsible for the final hiring decision and must approve all hires to the [library].

Article VI. Section 6.03

MEAL BREAKS AND REST PERIODS

If an employee is working alone, their 15 minute break will be taken at the desk. The library is only open for 5 hours so no meal breaks will be earned by library staff.

Article VI. Section 6.04

ADVERSE WEATHER CONDITIONS

The library will follow the school closure for adverse weather conditions. In the event the library is closed due to weather or other public emergency, the Library Director will give notice to the staff member scheduled to work getting verbal or written confirmation staff received the message. The Library Director will also give written notice to the Library Board of said closure.

Article IX.

PERFORMANCE REVIEW

Library staff performance reviews will be conducted by the Library Director using the Performance Evaluation Form as designated by the city. The Library Personnel Committee will conduct the review for the Library Director. Reviews will be done on an annual basis.

Article XVIII.

DISCIPLINE

Section 18.03 Process.

The library will implement these steps to the discipline policy:

- (a) Oral Reprimand – The key being documentation in the employee’s file.
- (b) Written Reprimand – Using the Written Reprimand Form attached. This includes a plan for correction.
- (f) Dismissal – The **Library Director**, with advance review with the City Administrator, will need approval of the **Library Board** prior to dismissal.

Article XIX.

GRIEVANCE PROCEDURE

To be implemented before the city’s grievance procedure.

1. If an Employee has an issue with another Employee, they should try to first discuss the issue with the Employee. If the Employee feels it will take more than 3-5 minutes or need privacy for the conversation, then they should email or text the other Employee to meet with them at the library before the other Employee’s shift, before the library opens for the day.
2. If they do not feel this is an option, then they should talk to the Library Director. Since Employees do not work at the same time, a meeting should be requested with the Director. To do this, they should email or text the Director to set up a time to have the discussion. Preferably before or after open hours at the library. If the issue is with the Director and the Employee does not feel they can bring the issue directly to the Director, then they should reach out to the Library Personnel Committee.
3. If the Employee does not feel the issue is resolved, they should next contact one or more members of the Library Personnel Committee. The committee membership and phone numbers can be found in the **??????** Binder on the Library Desk.
4. If the Employee still does not feel the issue is resolved, they should request to be added to the Library Board agenda to discuss with the full board.
5. If the Employee still does not feel the issue is resolved, they should set up a meeting with the City Administrator.
6. REMINDER: All Employees should maintain a civil attitude and speak respectfully to each other.

Lanesboro Library Written Warning

Employee Name: _____

Date of Incident: _____ Step of Warning: _____

Issue for Written Warning: _____

Action Plan to correct/improve the behavior: _____

This issue was discussed with the Employee on: _____

Employee's Signature

Director's Signature

The Employee has the right to add a written response to this warning, but must sign to acknowledge they have been notified of the issue.

Lanesboro Library Written Warning

Employee Name: _____

Date of Incident: _____ Step of Warning: _____

Issue for Written Warning: _____

Action Plan to correct/improve the behavior: _____

This issue was discussed with the Employee on: _____

Employee's Signature

Director's Signature

The Employee has the right to add a written response to this warning, but must sign to acknowledge they have been notified of the issue.

DRAFT