

# LANESBORO PUBLIC LIBRARY

## BOARD OF TRUSTEE MEETING

May 15, 2024

Join Zoom Meeting

<https://www.google.com/url?q=https%3A%2F%2Fus02web.zoom.us%2Fj%2F82069523895%3Fpwd%3DMUFCS1VWSkQxK1FHskQ2dFg2Y0cyQT09&sa=D&ust=1715636100000000&usq=AOvVaw1hFpDGMC4IAYzHVZiw5Ci3>

Dial by your location +1 312 626 6799 US (Chicago) +1 646 876 9923 US (New York) +Meeting ID: 889 6032 7976

Location: City Council Chamber

Time: 5:00 p.m.

Agenda:

- I. Call to order: Appoint Time Keeper  
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 hours
- VII. Circulation report – 2 minutes
- VIII. Committee Reports -- 10 minutes
  - a. Budget Committee
  - b. Building & Grounds Committee
  - c. City Council Liaison
  - d. Friends of the Library Liaison
  - e. Grants & Fundraising Committee
  - f. Personnel Committee
  - g. Policy Committee
  - h. Public Relations Committee
  - i. SELCO Board
- VIII. Director's Report -- 5 minutes
- IX. New Business – 10 minutes
  - a. Fillmore County Contract 2025 - 2027
  - b. Camera in library / FOLL book sale area
  - c. Public Data Request
- X. Old Business – 10 minutes
  - a. Library Board Personnel Committee
  - b. Bylaws
- XI. Other Business -- 5 minutes
  - a. **Former Library Employee Grievance Letter:** Option for Closed Meeting: Pursuant to Minnesota Statute 13D.05 Subd. 2(b), a public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. A meeting must be left open at the request of the individual who is the subject of the meeting.
  - b. Comments and Questions
  - c. Next meeting, **June 12, 2024 at 5:00 pm**
- XII. Adjourn

# LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING

## Secretary Notes \* April 17th, 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, Linda Hennessey, SELCO Rep.

**Agenda:**

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

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

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

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

Lanesboro Public Library Treasurer's Report April 1, 2024		
<b>Donation Checking Account #618230</b>		
Beginning Balance:	March 1, 2024	\$14,940.02
Deposits:		
	\$0.00	
Disbursements:		
	\$0.00	
Ending Balance:	March 31, 2024	\$14,940.02
<b>Rose Bell Fund Account #22802752</b>		
Beginning Balance:	March 1, 2024	\$3,119.72
Deposits:		
	\$0.00	
Disbursements:		
	\$0.00	
Ending Balance:	March 31, 2024	\$3,119.72

**V. Financial Report:**  
 a. Budget balance: March 2024 ~ 14% Budget Income / 24% Budget Expenditures  
 b. Bills: April 2024 Bills = \$1457.86  
*Phil moved approval of the March bills. Stacey seconded. MC*

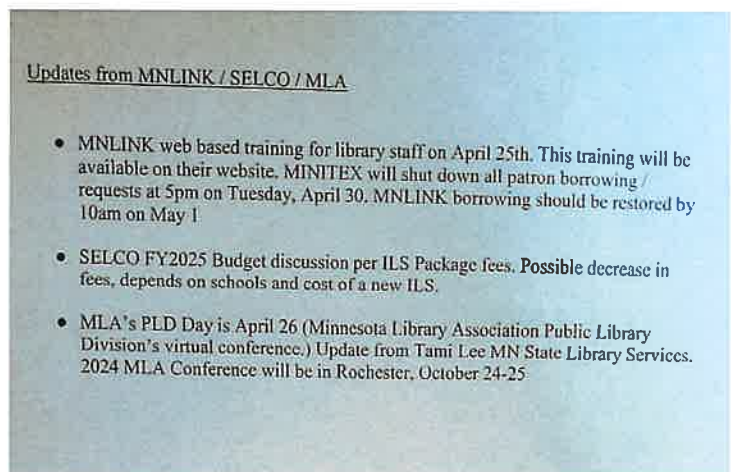
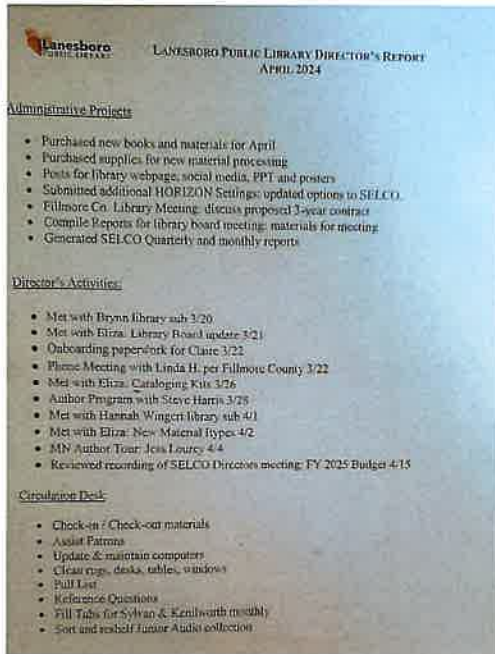
**VI. Director's PTO Hours:** 0 Hours

**VII. Circulation report: March 2024** (5 new library cards + 1 author visit)  
 Total Checkout= 1809 (1575 physical items / 224 ebooks/eaudio)

**VIII. Committee Reports:**  
 a. Personnel Committee: N/A  
 b. FOLL: Book Sale planned for 6/8/24-Info. Flyer in Lanesboro Utility Bill.

- c. Public Relations Committee: N/A
- d. Budget Committee: N/A
- e. Grants & Fundraising Committee: Received 2 grants:
  - 1. SMIF Early Literacy Grant (400 Books)
  - 2. LACF Grant (\$500 toward new computer chairs)
    - i. *Alissa moved to approve \$351.51 to pay the additional cost of new computer chairs. (\$500 Grant + \$351.51 Checking Account Funds=\$851.51) Phil seconded. MC*
- f. Policy Committee: Bylaws/Personnel (See 'Old Business')
- g. Building & Grounds Committee: N/A
- h. SELCO Board: Linda Hennessey, SELCO Rep.-shared the following:
  - 1. Feb. 26 Advocacy Com. met via Zoom mtg. With Greg Davids.
  - 2. Three dozen library reps met with 15 legislators during Lib. Advoc. Day @ Capitol.
  - 3. Legislation still on the table: protecting books (book bans,) adding state position.

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



**X. New Business:**

- a. Library Board Role <https://my.nicheacademy.com/selco-staff/course/63104>
- b. Library Board Committees **TABLED by Mindy/Sarah MC**

**XI. Old Business:**

- a. Library Bylaws **TABLED by Sarah/Mindy MC**

**XII. Other Business:**

Next meeting, May 15th, 2024, at 5:00 pm VIA In-Person & ZOOM Options.

**XIII. Adjourn: Alissa / Sjeila moved to adjourn the Library Board Meeting. MC**

2 of 2 pages for **April 17th, 2024**– Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 5-8-2024

FYI:

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

**Lanesboro Public Library Treasurer's Report**  
May 1, 2024

**Donation Checking Account #618230**

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

Deposits:

            
**\$0.00**

Disbursements:

            
**\$0.00**

Ending Balance: April 30, 2024 **\$14,940.02**

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**Rose Bell Fund Account #22802752**

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

Deposits:

            
**\$0.00**

Disbursements:

            
**\$0.00**

Ending Balance: April 30, 2024 **\$3,119.72**

**CITY OF LANESBORO**  
**Library24**

Fund	Account Descr	Current Period	April 2024 Amt	YTD Amt	2024 YTD Budget	%YTD Budget
<b>Expenditure</b>						
211	E 211-45500-100 Wages and Salaries (G	April 2024	\$4,460.80	\$20,008.80	\$58,800.19	34.03%
211	E 211-45500-103 Part-Time Employees	April 2024	\$1,519.30	\$5,759.17	\$18,728.37	30.75%
211	E 211-45500-121 PERA	April 2024	\$406.58	\$1,875.55	\$5,814.64	32.26%
211	E 211-45500-122 FICA	April 2024	\$457.45	\$1,971.19	\$7,752.86	25.43%
211	E 211-45500-131 Employer Paid Health	April 2024	\$1,032.56	\$4,148.75	\$12,446.48	33.33%
211	E 211-45500-134 Employer Paid Life	April 2024	\$0.00	\$121.29	\$492.00	24.65%
211	E 211-45500-135 Employer Paid Other	April 2024	\$50.00	\$200.00	\$600.00	33.33%
211	E 211-45500-150 Worker s Comp (GENE	April 2024	\$0.00	\$0.00	\$600.00	0.00%
211	E 211-45500-170 Bonding	April 2024	\$0.00	\$183.82	\$200.00	91.91%
211	E 211-45500-208 Meetings / Trainings	April 2024	\$150.00	\$150.00	\$150.00	100.00%
211	E 211-45500-210 Operating Supplies (G	April 2024	\$0.00	\$0.00	\$500.00	0.00%
211	E 211-45500-230 Books & Movies	April 2024	\$1,096.24	\$2,882.02	\$6,000.00	48.03%
211	E 211-45500-233 Periodicals	April 2024	\$0.00	\$43.00	\$400.00	10.75%
211	E 211-45500-234 Automation/ILS Packa	April 2024	\$248.11	\$1,034.44	\$3,738.00	27.67%
211	E 211-45500-236 Program Expense	April 2024	\$0.00	\$0.00	\$700.00	0.00%
211	E 211-45500-237 Computer Lease/Supp	April 2024	\$0.00	\$0.00	\$4,230.00	0.00%
211	E 211-45500-238 PO Box Rental	April 2024	\$0.00	\$0.00	\$155.00	0.00%
211	E 211-45500-318 Security Subscription	April 2024	\$0.00	\$71.04	\$300.00	23.68%
211	E 211-45500-321 Telephone	April 2024	\$92.27	\$361.05	\$1,150.00	31.40%
211	E 211-45500-322 Postage	April 2024	\$0.00	\$0.00	\$0.00	0.00%
211	E 211-45500-361 General Liability Ins	April 2024	\$0.00	\$216.88	\$250.00	86.75%
211	E 211-45500-413 Office Equipment Rent	April 2024	\$0.00	\$258.82	\$960.00	26.96%
211	E 211-45500-430 Miscellaneous (GENER	April 2024	\$0.00	\$0.00	\$200.00	0.00%
<b>Expenditure</b>			\$9,513.31	\$39,285.82	\$124,167.54	
<b>Revenue</b>						
211	R 211-45500-31000 General Property T	April 2024	\$0.00	\$547.53	\$91,391.54	0.60%
211	R 211-45500-33650 County Funds - Rur	April 2024	\$8,261.38	\$24,564.90	\$33,045.51	74.34%
211	R 211-45500-34110 Copy/Fax/Printing/	April 2024	\$83.92	\$437.20	\$500.00	87.44%
211	R 211-45500-35103 Library Fines	April 2024	\$10.00	\$162.99	\$150.00	108.66%
211	R 211-45500-36210 Interest Earnings	April 2024	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36230 Contributions and D	April 2024	\$0.00	\$105.00	\$150.00	70.00%
211	R 211-45500-36231 Contributions & Do	April 2024	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36232 Non Resident Fee	April 2024	\$0.00	\$0.00	\$150.00	0.00%
<b>Revenue</b>			\$8,355.30	\$25,817.62	\$125,387.05	
			\$17,868.61	\$65,103.44	\$249,554.59	



**TOTAL CIRC. (all items CKO)**

	2019	2020	2021	2022	2023	2024	Door Count					
							2019	2020	2021	2022	2023	2024
Jan	2024	2192	1595	1743	1613	1839	734	751	213	379	428	568
Feb	1773	1889	1513	1511	1601	1704	656	714	197	379	466	585
Mar	2260	1206	1847	1977	1897	1809	855	409	299	573	558	603
Apr	2140	477	1668	1914	1794	1730	885	0	238	477	502	673
May	2183	735	1562	1803	1789		1194	0	346	676	576	
Jun	1999	1585	1631	1786	1748		1078	67	514	651	643	
Jul	2062	1780	1767	1863	1655		1124	248	556	750	631	
Aug	2207	1774	1703	1952	1832		1096	290	585	741	713	
Sep	2002	1685	1841	2047	1656		755	261	555	662	770	
Oct	2236	1604	1715	2015	1630		929	196	467	645	654	
Nov	1880	1488	1575	1779	1616		708	211	376	428	549	
Dec	2058	1335	1393	1744	1700		659	213	427	322	522	
	24824	17750	19810	22134	20531							

Red color denotes MN Governor's Stay at home order

1564 physical items / 166 ebooks or audiobooks  
 4 new library cards  
 1 author visit



# 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

#### CORE HOURS

Article VI. Section 6.02

For Section 3.04 Add to “Police, fire, **library**, and public works employees”

Library hours are set by the **library board**. Current business hours can be found on the Lanesboro Library Website at [www.lanesboro.lib.mn.us](http://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 **and approved by the board**. A Training Manual will be kept in the library. The library will implement a **6 week, 3 month, 6 month, and one year** 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 break will be taken **on premises**. The library is open for **less than 8** hours so no meal breaks will be earned by library staff.

Article VI. Section 6.04

#### ADVERSE WEATHER CONDITIONS

**Refer to the library’s Inclement Weather Policy.**

~~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. After probation, reviews will be done annually on the employee's anniversary month of hire.

## Article XVIII.

## DISCIPLINE

### Section 18.01 General Policy

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the city of Lanesboro. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The library director, personnel committee, or library board will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

### Section 18.02 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### Section 18.03 Process

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee.

There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job they perform.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee. The following are descriptions of the types of disciplinary actions:

#### (a) Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed. This documentation will be added to the employee's file.

#### (b) Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the library director.

A written reprimand will: (1) state what happened; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future

(plan for correction); and (6) indicate consequences of recurrence. **A Written Reprimand Form is attached.**

Employees will be given a copy of the reprimand to sign acknowledging its receipt. An employee's signature does not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

(c) Suspension With or Without Pay

The **library director, after consulting with the personnel committee**, may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the **library board**, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination. The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

(d) Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the **library director, after consulting with the personnel committee**, determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The **library board** must approve this action.

(e) Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies.

(f) Dismissal

The **library director with advance review with the personnel committee**, and with the approval of the **library board**, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city standards.

If the disciplinary action involves the removal of a qualified **veteran**, who has completed their initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the **veteran** in accordance with Minnesota law. (Question from Sarah: is veteran a military vet or long-term employee?)

Article XIX.

## GRIEVANCE PROCEDURE

Any dispute between an employee and the **library** relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

**Step 1A: If an employee has an issue with a co-worker, they should try to first discuss the issue with the co-worker. 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 co-worker to meet with them at the library before the library is open to the public.**

**Step 1B: If they do not feel Step 1A 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 employee prefers, they may present the grievance in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the**

provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the library director within twenty-one days after the alleged violation or dispute has occurred. The director will respond to the employee in writing within seven calendar days.

Step 2: If the issue is with the director and/or the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the personnel committee within seven days after the director's response is due (or immediately if the issue is with the director). The personnel committee or their designee will respond to the employee in writing within seven calendar days. 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. Employee issues can be conducted in a closed meeting with the library board per the employee's request. The decision of the library board is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

#### Section 19.01 Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

To be implemented before the city's grievance procedure.

## 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.



## LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT MAY 2024

### Administrative Projects

- Purchased new books and materials for May
- Purchased supplies for new material processing
- Submitted paperwork for SELCO MN Author Tour
- Posts for library webpage, social media, PPT and posters
- Scheduling Kindergarten visits
- Website Accessibility Audit WCAG 2.1
- Fillmore Co. Commissioners Meeting: statistics for library presentation
- Compile Reports for library board meeting: materials for meeting
- Updating and documenting ILS (Horizon) workflow procedures
- Generated SELCO Quarterly and monthly reports

### Director's Activities:

- Met with Brynn per library training 4/17
- Met with Eliza: Library Board update 4/21
- Met with Claire per library training 4/27
- Met with Eliza: workflow documentation 5/2
- Met with SELCO Consultants 5/8
- Met with Eliza: 5/11
- Met with policy committee 5/13
- Birding Program with Amy Simso-Dean 5/13

### Circulation Desk

- Check-in / Check-out materials
- Assist Patrons
- Update & maintain computers
- Clean rugs, desks, tables, windows
- Pull List
- Reference Questions
- Fill Tubs for Sylvan & Kenilworth monthly
- Sort and reshelv Board book collection

## Updates from MNLINK / SELCO

- MNLINK requests are no longer automatically placed in SELCO. Patrons are notified but must manually place their requests.
- SELCO received five responses from ILS vendors. The Public Libraries Task Force (PLTF) members met on Monday, May 13 to review the vendor responses.



**SELCO-FILLMORE COUNTY CONTRACT FOR LIBRARY SERVICE**

This Agreement made and entered into effective, by and between Southeastern Libraries Cooperating, a non-profit corporation as organized under Minnesota Statutes 317A, also designated as a regional public library system as recognized in Minnesota Statutes 134.20 (hereinafter referred to as "SELCO") and the County of Fillmore, State of Minnesota (hereinafter referred to as "County") and the Library Boards as established under Minnesota Statutes 134.11 governing the Chatfield Public Library, Harmony Public Library, Lanesboro Public Library, Mabel Public Library, Preston Public Library, Rushford Public Library and the Spring Valley Public Library, (hereinafter referred to as the "Libraries").

**RECITALS:**

- A. The State of Minnesota requires the County, pursuant to the provisions of Minnesota Statutes 134.34 and 134.341 to participate in a regional public library system, as assigned by the Minnesota Department of Education.
- B. SELCO is a regional public library system created pursuant to Minnesota statutes and is designated to serve the County.
- C. SELCO and the Libraries have the authority and responsibility to determine library services to be provided to the County's residents, as per this agreement.
- D. SELCO, the County, and the Libraries wish to set forth their relative responsibilities in connection with their relationship under Minnesota statutes. All parties shall provide employment and services to all people without discrimination and shall comply with all federal, state, and local laws, or ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.
- E. The Board of Commissioners of the County has the continuing authority and responsibility to determine how to distribute County property tax dollars, a portion of which is to pay for public library services.

NOW, THEREFORE, SELCO, the Libraries, and the County hereto agree as follows:

- 1. The County will participate in SELCO.
- 2. The County will levy and collect funds on lands not otherwise taxed for library services for the support of library services in the County in accordance with Minnesota Statutes 134.34. SELCO shall act as fiscal agent for such funds.
- 3. The County agrees to provide funding at a level of:

2025	\$273,809
2026	\$281,809
2027	\$289,809
- 4. SELCO shall bill the County quarterly for the funding level of the County. The County shall pay such invoices within 30 days of the date of the invoice. Upon receipt of payment from the



County as outlined in Paragraph 3 of this Agreement, SELCO, acting as fiscal agent, will disperse all funds to the Libraries, in a manner agreed to by the Libraries.

5. The Libraries and SELCO shall provide library service to the residents of the County at no additional fee beyond those imposed on all library users. By way of illustration, these services may include:
  - a. Onsite use of all library materials, equipment and resources, including public access Internet computers;
  - b. Onsite and remote access to licensed online electronic resources;
  - c. Checkout/circulation privileges for all circulating materials. These may include such items as books, audio and video media, and magazines;
  - d. Walk-in privileges at Minnesota public libraries;
  - e. Interlibrary loan service, accessing items in the 11-county area, as well as statewide access to MnLINK;
  - f. Access to children's services including school visits, preschool storytime, and summer library programs;
  - g. On-site reference service;
  - h. Ease of return – check out material from any library and return to any SELCO library;
  - i. Programs for various age groups; and
  - j. Commitment to cooperate with other community groups.
6. SELCO shall collect necessary data from the County to report to the Minnesota Department of Education by July 1 of each year. The Commissioner of Education will certify to the County the minimum level of support required by Minnesota Statutes 134.34.
7. The Libraries agree to provide the County and SELCO with statistical data based on information gathered by the Minnesota Department of Education as referenced in Minnesota Statutes 134.13.
8. The County will appoint a representative to the Board of SELCO. A vacancy in this position shall be filled in the same manner as the original appointment was made.
9. The term of this Agreement shall be for a period of three (3) year commencing January 1, 2025. The parties agree to negotiate additional terms in good faith beginning a minimum of six (6) months prior to the termination date. If the parties fail to complete negotiations before the expiration of this Agreement, this Agreement shall remain in effect at the 2027 funding level as identified in clause 3 on a month-to-month basis until such negotiations are completed.
10. This Agreement may be terminated by mutual written consent of all Parties.
11. This document states the entire Agreement among the parties about its subject matter. No agreement affecting the subject matter of this Agreement shall be entered into by any of the Parties, unless all Parties are signatories to such agreement. This Agreement may only be changed, modified, or amended through a written instrument signed by all of the parties to it expressly referencing this Agreement.

Southeastern Libraries Cooperating (SELCO)

\_\_\_\_\_  
President of SELCO Board of Directors

\_\_\_\_\_  
Date

County of Fillmore

Duane Babbe  
County Board of Commissioners, Chair

April 23, 2024  
Date

In Witness Whereof, Resolution of the Board of Commissioners of Fillmore County, Minnesota

Bobbie H.  
County Coordinator Administrator

April 23, 2024  
Date

Chatfield Public Library

[Signature]  
Library Board President

May 7, 2024  
Date

Harmony Public Library

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

Lanesboro Public Library

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

Mabel Public Library

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

Preston Public Library

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

Libraries are some of the most trusted institutions in society, and as a board member, you have ethical responsibilities to maintain that trust.

You may have access to sensitive information, like patron or personnel records. It's important to **maintain confidentiality**. Keeping private information private shows responsible stewardship of the library and its records.

Trustees should work to **uphold the public good**, which means acting in the best interests of the library. There may be times when you could benefit from your position on the board, like having a financial stake in equipment the library is thinking of buying. Basing decisions on what is good for the library can help you avoid conflicts of interest and maintain credibility.

There may also be times when you disagree with the board's actions, but it's important to **respect the board's decisions** and present a united front. Speaking with one voice helps the board maintain credibility in the community.

Finally, one of your most important responsibilities is to **understand and uphold intellectual freedom and privacy**. Intellectual freedom is the right to seek and receive information without restrictions. It is the freedom to read and the core of library services. Privacy means people can come into the library and know their reading and viewing habits are not being monitored.

Intellectual freedom and privacy mean people can look for and borrow books on any subject without censorship or endorsement by the library. They can ask any questions and expect accurate, non-judgmental answers; use computers without filters or monitoring; hold meetings and discussions; and learn from each other in the library. Challenges to intellectual freedom and privacy may come before the board, so be sure to read and abide by the Library Bill of Rights, ALA Code of Ethics, and Freedom to Read Statement.

Enjoy your time as a library trustee. You can greatly impact your community by ensuring the library is the best it can be for years to come.



# CITY OF LANESBORO

202 Parkway Ave. S • P.O. Box 333 • Lanesboro, MN 55949 • (507) 467-3722 Fax (507) 467-2557 • lanesboro@acegroup.cc

[www.lanesboro-mn.gov](http://www.lanesboro-mn.gov)

April 29, 2024

Lanesboro Public Library  
C/O Stacy Schultz, Library Board Secretary  
202 Parkway Avenue S  
Lanesboro, MN 55949

\*VIA EMAIL\*

Stacy Schultz:

The Lanesboro Public Library Board minutes from January 17, 2024 state that you were appointed to the role of Secretary of the Lanesboro Public Library Board. Per the current Lanesboro Public Library Bylaws, the Election and Duties of Officers section states, "The secretary attends all regular and special meetings, keeps the minutes of the meetings and takes care of all correspondence."

As secretary to the Lanesboro Public Library Board, this letter is to serve as a public data request for all Lanesboro Public Library Board meeting minutes, both current and archived. Within 14 days, please remit these minutes in either printed or electronic format to:

City of Lanesboro  
C/O Mitchell Walbridge, City Administrator  
202 Parkway Avenue S  
Lanesboro, MN 55949

Please contact me if you have any questions regarding this request.

Thank you,

*Mitchell Walbridge*

Mitchell Walbridge  
City Administrator

cc: Joseph O'Koren, Lanesboro City Attorney

## 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 may approve prospective members. 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. It will then be submitted to the City Council for acceptance at a city council meeting.

### **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. Minnesota statute 13D.02 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 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.
- Each location at which a member is present must be open and accessible to the public.
- The minutes for the meeting must reflect the names of any members appearing by interactive television technology and state the reason or reasons for the appearance by interactive television technology Minn. Stat. § 13D.02 subd. 1(b). However, a meeting satisfies the requirements of the open meeting law even though a member of the public body participates from a location that is not open to the public if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:
  - The member is serving in the military and is at a required drill, deployed or on active duty; or
  - The member has been advised by a health care professional against being in a public place for personal or family medical reasons.
- 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. A member meeting remotely must have the complete location address published on the agenda in order

to participate. The location must also be accessible to the public should any member of the public want to be present where the member is conducting the meeting business.

**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.





# CITY OF LANESBORO

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May 9, 2024

Lanesboro Public Library Board  
C/O Jon Buggs, Board Chair  
Lanesboro, MN 55949

\*VIA EMAIL\*

Jon Buggs:

The Lanesboro City Council has referred the grievance dated December 1, 2023 from Ms. Shirley Mulder to the Lanesboro Public Library Board for review and resolution.

Please review the grievance in accordance with established procedures and protocols.

Lanesboro City Council Draft Meeting Minutes Excerpt from May 6, 2024

*Member Resseman entered a motion that it is the determination of the city council at this time that there is no clear indication as to whether the library board is governing or advisory, thus the Lanesboro City Council redirects the submitted grievance to the Lanesboro Public Library Board; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.*

Regards,

*Mitchell Walbridge*

Mitchell Walbridge  
City Administrator

cc: Attorney Joseph O'Koren, O'Koren Law Office, LLC  
Honorable Jason Resseman, Mayor  
Darla Taylor, Deputy Clerk

To: Lanesboro Library Board

May 12, 2024

From: Sarah Pieper & Stacey Schultz, Current Personnel Committee

- 10-17-23 Email from Library Employee SM
- 10-23-23 In Person Mtg. (Tara Johnson (Library Director), Alissa Sindelar (Library Chair.), Employee SM)
- 11-1-23 Library Board Special Mtg. (Mtg. called by Alissa Sindelar (Library Chair.))
- 11-13-23 Employee Evaluation Mtg. (Attendees: Personnel Committee (Tracey Lambrecht, Ollie Lepper, Sarah Pieper), Tara Johnson (Library Director), Mitchell Wallbridge (City Administrator), Employee SM)
- 11-15-23 Library Board Mtg. (Tabled Action Plan for Employee SM)
- 11-21-23 Library Board Special Mtg. (Action Plan Approved for Employee SM)
- 11-27-23 Employee Resignation
- 11-28-23 1st Day Employee SM was to return to work at Lanesboro Public Library.
- 12-1-23 Employee submitted formal grievance letter (Dated: 12-1-23)  
(Letter mailed to: Lanesboro City Council, 202 Parkway Ave. S.)  
(Body of Letter, addressed to: Dear Library Director, Lanesboro Library Board, Lanesboro City Council,)

12-1-23 to 12-20-23 Question for Mitchell W., City Admin.,:

When was a copy of the grievance letter from employee SM given to the Library Director? \_\_\_ Chair.? \_\_\_ Library Board? \_\_\_

12-20-23 Library Board Mtg. (Approved Resignation of SM)

1-2-24 January Lanesboro City Council Mtg.

(Accepted Library Employee Resignation, Former Employee Grievance Letter listed on Agenda & in Board Packet, Two recommendations from the Library Board-approved 1 & appointed a City Council Member as the other, Jon Buggs/Sarah Pieper in person, Tara Johnson/Stacey Schultz via zoom.)

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**Review:**

11-27-23 Employee Resigned

12-20-23 Employee Resignation Approved by Library Board

1-2-24 City Council Mtg.

Employee Resignation Approved by City Council

New Business: Former Employee Grievance Letter

*1/2/24 City Council Minutes Notes: 'B. Former Employee Grievance Letter: City Administrator Walbridge shared concerns regarding the city's relationship with the Lanesboro Public Library Board and the need to define the applicability of oversight and city policies to library personnel. The gray area made managing the former employee grievance challenging. Administrator Walbridge suggested a council sub-committee could investigate the claims in the grievance letter and recommend how the city council wants to respond. In addition, the sub-committee could also work with the Library Board's Personnel and Policy Sub-Committees to determine whether Lanesboro's library board be a governing or advisory board. Mayor Resseman recommended that Member Albrecht-Benson, Administrator Walbridge, and himself investigate the allegations in the grievance letter and meet with the applicable library board sub-committees to discuss board responsibilities. Member Wade motioned to establish the sub-committee as recommended by Mayor Resseman; Mayor Resseman seconded the motion. Motion carried with all in favor.'*

12-1-23 to 5-9-24 City Council received and investigated the Grievance Letter from Employee SM.

-Lanesboro City Council formed a subcommittee (See City Council Minutes 1/2/24.)

-No recommendations were made from the Lanesboro City Council to the Lanesboro Library Board.

5-15-24 Library Board Mtg.

-Steps were made with Employee SM and Library Board (Action Plan), Employee SM resigned & the Grievance Letter was in possession & investigated by the City of Lanesboro/City Council/City Council Sub-Committee 12/1/23 to 5/6/24.

-The Grievance Letter was sent back to the Library Board during the 5/6/24 mtg. (Unofficial- May 2024 City Council Minutes)

(When was a copy of the grievance letter from employee SM given to the Library Director? \_\_\_ Chair.? \_\_\_ Library Board? \_\_\_)

Recommendation from the Personnel Committee: ' \_\_\_\_\_ '