

LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

October 9, 2024

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: 16 (10/17 & 10/18)
- 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
 - g. Building & Grounds Committee
 - h. SELCO Board
- VIII. Director’s Report -- 10 minutes
- IX. New Business – 10 minutes
 - a. Robert’s Rules of Order
 - b. Legal Representation
 - c. Key for Brush Dump
- X. Old Business – 5 minutes
 - a. SELCO Foundation interest earned
 - b. LACF Funds for water fountain
- XI. Other Business -- 5 minutes
 - a. Comments and Questions
 - b. Next meeting, **November 13, 2024 at 5:00 pm**
- XII. Adjourn

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING

Secretary Notes * September 11th, 2024

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

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

Absent: Jon Buggs-Chair.

Agenda:

I. **Call to order:** Alissa Sindelar called the meeting to order. **Appoint Time Keeper:** Mindy

II. **Approval of the Agenda:**

Stacey moved to approve the agenda. Phil seconded. MC

III. **Approval of the Minutes:**

Phil moved approval of the minutes. Sarah seconded. MC

IV. **Treasurer's Report: 0 changes**

(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

Lanesboro Public Library Treasurer's Report
September 1, 2024

Donation Checking Account #618230

Beginning Balance: August 1, 2024 \$11,568.57

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: August 31, 2024 \$11,568.57

Rose Bell Fund Account #22802752

Beginning Balance: August 1, 2024 \$3,219.72

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: August 31, 2024 \$3,219.72

Stacey moved approval of the Treasurer's Report. Sjeila seconded. MC

V. **Financial Report:**

a. Budget balance: August 2024 ~ 65% Budget Income / 68% Budget Expenditures

b. Bills: September 2024 Bills = \$977.29

Sarah moved approval of the September bills. Phil seconded. MC

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

VII. **Circulation report: August 2024**

- a. Personnel Committee: Tara Johnson, Library Director, Job Review (See New Business)
- b. Friends of the Library Liaison: FOLL: Meeting Monthly, Working on Student Library Card Campaign, Working on an upcoming reading of Pride & Prejudice.
- c. Public Relations Committee: N/A
- d. Budget Committee: N/A
- e. Grants & Fundraising Committee: N/A
- f. Policy Committee: N/A
- g. Building & Grounds Committee: Water Fountain Report- Rough Cost Estimate would be too high/costly.
- h. SELCO Board: London Losey, New SELCO Board Representative.

IX. Director's Report: (See 1 page of handout below)



LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT SEPTEMBER 2024

Administrative Projects

- Book Fall Author visit for November 6
- Preparing for migration to Evergreen Integrated Library System (http://www.ils.com/evergreen/evergreen/evergreen/advocacy/migration)
- Documenting ILS (Horizon) workflow procedures

Director's Activities:

- Met with Eliza: 8/15, 8/20, 8/27
- Crucible Reading with FOLL 8/21
- Plan MLA presentation with SELCO 8/20, 8/27
- SELCO Lunch & Learn (Borrower Record Clean-up) 8/21
- SELCO Scholarship for MN Library Association Conference 9/3
- Director's Learning Group 9/10

Circulation Desk

- Pull List (LAN books to send to other libraries)
- Weeding report for Large Print
- Assist patrons with Libby App

Update from SELCO

- Go live with Evergreen Integrated Library System (ILS) May 2025?

X. New Business:

- a. Representative to the SELCO BOARD: London Losey.

Sarah moved approval appointing London Losey to the SELCO Board. Stacey seconded. MC

- b. Library Sub: Erika Newton

Stacey moved approval to hire Erika Newton as a library substitute. Sarah seconded. MC

c. Library Director Job Review: The meeting was a 'Closed Meeting' pursuant to MN Statute 13D.05 subdivision 3(a) to evaluate the performance of Library Director Tara Johnson, who is subject to the Lanesboro Library Board of Trustee's authority.

XI. Old Business:

- a. Board Structure

XII. Other Business:

- a. Comments and Questions: N/A
- b. Next meeting, October 9th, 2024 at 5:00pm

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

Lanesboro Public Library Treasurer's Report
October 1, 2024

Donation Checking Account #618230

Beginning Balance: September 1, 2024 **\$11,568.57**

Deposits:

\$0.00

Disbursements:

9/13/2024 Check #5177 Lanesboro Public School \$150.00

 Summer Reading 1st Prize Donation (New playground equipment)

9/13/24 Check #5178 Camp Companion \$75.00

 Summer Reading 2nd Prize Donation

9/13/24 Check #5179 Fillmore County Food Shelf \$75.00

 Summer Reading 3rd Prize Donation

\$300.00

Ending Balance: September 30, 2024 **\$11,268.57**

Rose Bell Fund Account #22802752

Beginning Balance: September 1, 2024 **\$3,219.72**

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: September 30, 2024 **\$3,219.72**

Library	2024 Budget	January	February	March	April	May	June	July	August	September	YTD Total	Budget%
E 211-45500-100 Wages and Salaries	\$ 58,800.19	\$ 6,626.40	\$ 4,460.80	\$ 4,460.80	\$ 4,460.80	\$ 4,460.80	\$ 4,460.80	\$ 6,691.20	\$ 4,460.80	\$ 4,460.80	\$ 44,543.20	76%
E 211-45500-103 Part-Time Employee	\$ 18,728.37	\$ 1,672.92	\$ 1,218.35	\$ 1,348.60	\$ 1,519.30	\$ 1,226.75	\$ 973.05	\$ 1,747.65	\$ 1,069.20	\$ 1,124.30	\$ 11,900.12	64%
E 211-45500-121 PERA	\$ 5,814.64	\$ 617.58	\$ 421.05	\$ 430.34	\$ 406.58	\$ 414.37	\$ 397.30	\$ 610.24	\$ 414.75	\$ 414.00	\$ 4,126.21	71%
E 211-45500-122 FICA	\$ 7,752.86	\$ 634.89	\$ 434.45	\$ 444.40	\$ 457.45	\$ 435.09	\$ 415.67	\$ 645.57	\$ 423.03	\$ 427.25	\$ 4,317.80	56%
E 211-45500-131 Employer Paid Health	\$ 12,446.48	\$ 1,051.07	\$ 1,032.56	\$ 1,032.56	\$ 1,032.56	\$ 1,032.56	\$ 1,032.56	\$ 1,051.07	\$ 1,032.56	\$ 1,032.56	\$ 9,330.06	75%
E 211-45500-134 Employer Paid Life	\$ 492.00		\$ 80.86	\$ 40.43		\$ 121.29		\$ 40.43	\$ 40.43		\$ 323.44	66%
E 211-45500-135 Employer Paid Other	\$ 600.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 450.00	75%
E 211-45500-150 Worker s Comp	\$ 600.00						\$ 392.25				\$ 392.25	65%
E 211-45500-170 Bonding	\$ 200.00	\$ 183.82									\$ 183.82	92%
E 211-45500-208 Meetings / Trainings	\$ 150.00				\$ 150.00						\$ 150.00	100%
E 211-45500-210 Operating Supplies	\$ 500.00										\$ -	0%
E 211-45500-230 Books & Movies	\$ 6,000.00	\$ 626.35	\$ 440.46	\$ 718.97	\$ 1,096.24	\$ 341.15	\$ 381.37	\$ 393.20	\$ 770.45	\$ 476.57	\$ 5,244.76	87%
E 211-45500-233 Periodicals	\$ 400.00			\$ 43.00							\$ 43.00	11%
E 211-45500-234 Automation	\$ 3,738.00	\$ 248.11	\$ 290.11	\$ 248.11	\$ 248.11	\$ 248.11	\$ 248.11	\$ 259.23	\$ 259.23	\$ 259.23	\$ 2,308.35	62%
E 211-45500-236 Program Expense	\$ 700.00										\$ -	0%
E 211-45500-237 Computer Lease	\$ 4,230.00					\$ 3,230.00					\$ 3,230.00	76%
E 211-45500-238 PO Box Rental	\$ 155.00						\$ 154.00				\$ 154.00	99%
E 211-45500-318 Security Subscription	\$ 300.00			\$ 71.04				\$ 71.04		\$ 71.04	\$ 213.12	71%
E 211-45500-321 Telephone	\$ 1,150.00	\$ 89.44	\$ 89.21	\$ 90.13	\$ 92.27	\$ 86.32	\$ 88.93	\$ 87.70	\$ 87.50	\$ 88.78	\$ 800.28	70%
E 211-45500-361 General Liability Ins	\$ 250.00	\$ 216.88									\$ 216.88	87%
E 211-45500-413 Office Equipment Re	\$ 960.00	\$ 64.40	\$ 109.30	\$ 85.12		\$ 185.17	\$ 64.40	\$ 119.10	\$ 81.47	\$ 64.40	\$ 773.36	81%
E 211-45500-430 Miscellaneous	\$ 200.00							\$ 19.94			\$ 19.94	10%
Subtotal	\$ 124,167.54	\$ 12,081.86	\$ 8,627.15	\$ 9,063.50	\$ 9,513.31	\$ 11,831.61	\$ 8,658.44	\$ 11,786.37	\$ 8,689.42	\$ 8,468.93	\$ 88,720.59	71%
R 211-45500-33650 Cnty Funds - Rural	\$ 33,045.51	\$ 8,042.15	\$ 8,261.37	\$ 8,261.37	\$ 8,261.38	\$ -	\$ -	\$ 8,261.38	\$ -	\$ -	\$ 32,826.28	99%
R 211-45500-34110 Copy/Fax/Printing	\$ 500.00		\$ 292.68	\$ 60.60	\$ 83.92	\$ -	\$ 217.44		\$ -	\$ 210.15	\$ 864.79	173%
R 211-41000-31000 General Property	\$ 91,391.54	\$ 547.53			\$ -	\$ -	\$ 50,704.33		\$ -	\$ -	\$ 51,251.86	56%
R 211-41000-35103 Library Fines	\$ 150.00		\$ 109.00	\$ 43.99	\$ 10.00	\$ -			\$ -	\$ 85.00	\$ 247.99	165%
R 211-45500-36230 Contributions/Dor	\$ 150.00		\$ 55.00	\$ 50.00	\$ -	\$ 990.74	\$ (496.00)		\$ -	\$ -	\$ 599.74	400%
R 211-45500-36233 Non Resident Fee	\$ 150.00				\$ -				\$ -	\$ -	\$ -	0%
Subtotal	\$ 125,397.05	\$ 8,589.68	\$ 456.68	\$ 8,415.96	\$ 8,355.30	\$ 990.74	\$ 50,425.77	\$ 8,261.38	\$ -	\$ 295.15	\$ 85,790.66	68%

Lanesboro Public Library Monthly Expenditures October 2024

Date	Expense Type	Invoice #	Company	Cost
10/09/24	Telephone	12938120	AcenTek	88.18
10/09/24	Books	85336222	CENGAGE	61.48
10/09/24	Books	92324	Merchants Bank	519.45
10/09/24	Copier	83023876	DE LAG LANDEN	64.40
10/09/24	Books	487093	Michael Frederick, Author	25.00
10/09/24	ILS /PC support /PC lease	52761	SELCO	259.23
10/09/24	Magazine Subscriptions	91624	Magazine Line	263.10
Total:				1280.84

TOTAL CIRC. (all items CKO)													
	2019	2020	2021	2022	2023	2024	2019	2020	2021	2022	2023	2024	
							Door Count						
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	1501	1194	0	346	676	576	1302	
Jun	1999	1585	1631	1786	1748	1566	1078	67	514	651	643	812	
Jul	2062	1780	1767	1863	1655	1533	1124	248	556	750	631	785	
Aug	2207	1774	1703	1952	1832	1477	1096	290	585	741	713	667	
Sep	2002	1685	1841	2047	1656	1643	755	261	555	662	770	751	
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								
							Monthly Stats						
		Physical items:	Adult	Juvenile	Programs:	New library cards:							
		1487	682	805	0	9							
		Ebooks / audios:			Story times:	Meeting room use:							
		156	131	25	1	3							

Red color denotes MN Governor's Stay at home order



LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT OCTOBER 2024

Administrative Projects

- SELCO Mini Grant due October 31
- Prep for migration to Evergreen Integrated Library System
- Documenting ILS (Horizon) workflow procedures

Director's Activities:

- Met with Eliza: 9/12, 9/25, 10/1
- Met with Erika 9/28
- Fillmore County Library Directors Meeting 10/1
- SELCO Lunch & Learn (TDS) 10/3
- Director's Advisory Meeting 10/8

Circulation Desk

- Weeding report for DVDs
- Assist patrons with Libby App

Update from SELCO

- PC Lease for 2025



Robert's Rules of Order CHEAT SHEET

Robert's Rules of Order is a manual of parliamentary procedures that governs most organizations with boards of directors. Robert's Rules of Order are a provision of each of SELCO's bylaws normally stated as the following:

"In all matters not governed by Minnesota Statute, Minnesota Rules, or SELCO bylaws, this corporation shall be governed by the most current edition of Robert's Rules of Order."

TYPES OF MOTIONS

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson
2. **Second:** Another member seconds the motion
3. **Restate Motion:** The chairperson restates the motion
4. **Debate:** The members debate the motion
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes
6. **Announce the Vote:** The chairperson announces the result of the vote and any instructions

TIP: If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate, or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes

- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct

TIPS & REMINDERS FOR CHAIRPERSONS

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic, and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals
- Let the group do its own work; don't overcommand
- Control the flow of the meeting by recognizing members who ask to speak
- Let all members speak once before allowing anyone to speak a second time
- When discussions get off-track, gently guide the group back to the agenda
- Model courtesy and respect, and insist that others do the same
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order
- Give each speaker your undivided attention
- Keep an emotional pulse on the discussions
- Allow a consensus to have the final authority of the group

Source: www.boardeffect.com



Action	What to say	Can speaker be interrupted?	Need a second?	Can this be debated?	Can this be amended?	Votes needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee..."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
Read debate	"I move the previous question..."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair's decision
Access the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	No	Yes	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by _____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Unanimity voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.



SELCO LIBRARY FOUNDATION

Participating Library Deposit/Withdrawal Authorization Form

Library Name: Lanesboro Public Library

Option I: Above-named library authorizes a deposit to the SELCO Foundation in the amount of \$ _____ to be deposited as follows:

- High-interest savings account (funds available for withdrawal at any time).
- Short term CD (funds are invested in a CD for up to one (1) year).
- Long term CD (funds will be invested for a minimum of one (1) year and held indefinitely awaiting direction from Library).
- Invest in Mutual of America Institutional Funds (funds available for withdrawal with proper notification). Complete the Wire Transfer form.

Attach a copy of the Library Board resolution defining the purpose of the charitable funds transferred to the Foundation.

Option II: Above-named library authorizes a change to existing deposits with the SELCO Foundation as follows: **Move \$ 291.69¹⁵⁰ (interest CD#588043308)**

From:		To:	
<input type="checkbox"/> Savings		<input type="checkbox"/> Savings	
<input checked="" type="checkbox"/> CD		<input checked="" type="checkbox"/> CD	
<input type="checkbox"/> Institutional Funds		<input type="checkbox"/> Institutional Funds	

Option III: Above-named library requests and authorizes a withdrawal of its funds from the SELCO Foundation in the amount of \$ _____. This withdrawal amount is requested by _____ (date).

Make Check Payable To: _____

Send/Mail Check To: _____

Signatures: This authorization must have approval by the local library board.

Sarah Peper
Library Board or Friends ~~President~~ Treasurer

10-2-24
Date

SELCO Library Foundation Representative

Date