

# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

January 15th, 2021

Location: City Council Chamber ZOOM Virtual Mtg.

Time: 5:00 p.m

## Agenda:

I. **Call to order** ~ Phil Holtegard called the meeting to order.

Phil Holtegard-Chair., Alissa Sindelar-Vice Chair., Stacey Schultz-Secretary, Sarah Pieper-Treasurer  
**\*\*John made a motion to accept the 'New Library Board Roles as listed above.' \*\*Ollie seconded. MC**

Also in Attendance: John Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Administrator, Darla Taylor-City Clerk, Anna Loney-FOLL, Mindy Albrecht-Benson, City Council Library Representative.

II. **Approval of the Agenda**

*Tracey moved approval of the agenda. Sarah seconded. MC*

III. **Approval of the Minutes**

*Sarah moved approval of the minutes. John seconded. MC*

IV. **Treasurer's Report** (Sarah asked Tara to explain current Treasurer's Report together with her-- as transition between former Treasurer - Kathie Rogers and Sarah Pieper will take place in January 2021.)

LANESBORO PUBLIC LIBRARY TREASURER'S REPORT JANUARY 1, 2021	
Donation Checking Account #618230	
Beginning Balance:	December 1, 2020.....\$ 7673.30
Deposits :	
Friends of the Library, Lanesboro.....	\$ 6000.00
Donation: Sara Pieper.....	\$ 200.00
	Total deposits.....\$ 6200.00
Disbursement: SELCO Library Foundation.....	\$ 1000.0
Swank Movie License.....	\$ 447.00
	Total Disbursements:.....\$ 1447.00
Ending Balance.....	\$12426.30

Rose Bell Fund Account #22802752	
Beginning Balance	December 1, 2020.....\$3166.15
	Total Deposits.....\$0000.00
Ending Balance.....	December 31, 2020.....\$3166.15

*Tracey moved to approve the Treasurer's Report. Ollie seconded. MC*

V. **Financial Report**

a. Budget balance ~ So Far in 2020

% of Budget as of December 2020 = 96% expenditures / 99% income

\*Conversation/Discussion/Explanation of 'Automation via SELCO / Leased Computers'



# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

February 17th, 2021

Location: ZOOM Virtual Mtg. + City Council Chambers

Time: 5:00 p.m

## **Agenda:**

**I. Call to order** ~ Phil Holtegard called the meeting to order.

Phil Holtegard-Chair., Alissa Sindelar-Vice Chair., Stacey Schultz-Secretary, Sarah Pieper-Treasurer

Also in Attendance: John Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Administrator, Linda Hennessey, LAN SELCO Rep, Mindy Albrecht-Benson, City Council Library Rep.

**II. Approval of the Agenda**

*Tracey moved approval of the agenda. Ollie seconded. MC*

**III. Approval of the Minutes**

*John moved approval of the minutes. Sarah seconded. MC*

**IV. Treasurer's Report**

Sarah shared that she met with the bank and has gotten all the treasury documentation. All things were transferred over. Sarah met with Laryssa @ the bank today. Kathie shared what she has done in the past. A new spreadsheet will be created by Sarah so will document who/what/where/when.

Checking Account Balance: January 2021 \$12426.30 / \$0 Deposit/ Payment \$1,041.30 to Library Guild

Rose Bell Balance: \$3166.15 / \$0 Deposits / 1 payment to SELCO: Overdrive \$321.33

Discussion of more than one signer on the checkbook. No changes made at this time.

*Ollie moved to approve the Treasurer's Report. Tracey seconded. MC*

**V. Financial Report**

a. Budget balance

8% of Budget as of January 2021 / 10% expenditures

\*What is automation? We pay to SELCO: Cost of using 'HORIZON' to check in/check out books.

Costs built in to re-install software needs.

b. February 2021 Bills = \$1697.79

*Ollie moved approval of the Financial Report & Bills. John seconded. MC*

**VI. Director's PTO Hours = 0 Hours Used**

**VII. Circulation report January 2021**

1,595 Total Items Checked Out: 1,434 Physical Books/Items & 161 audio/ e-Books.

Started access to e-books 3 years ago was 32 books with an increase to last month of 161.

**VIII. Committee Reports = None at this time.**

- a. Personnel Committee N/A
- b. Friends of the Library: N/A
- c. Public Relations Committee: N/A
- d. Budget Committee: N/A
- e. Fundraising Committee N/A
- f. Policy Committee N/A
- g. Building Committee N/A

h. SELCO Board: Report by...Linda Hennessey

'I have been to a couple of SELCO Mtgs since I saw you last. Due to Pandemic, there are some housekeeping items. A new live website went live last week. Reviewing policies currently, in the process of revising bylaws, which haven't been updated since 2003. Next week, virtual mtg. With Greg Davids and others from SELCO during advocacy. Any stories to share with Linda, please share with Linda via phone & email. Identified two authors for two key bills: No File #'s yet. Working virtually. 1st Bill: Revamped Formula for Rural Library Support (working on this for a few sessions) Goal: To stabilize funding -to get more funding to more rural parts of the state but not harming the metro. 2nd Bill: Legacy Funds to Libraries. Extra pool of money 'Center for the Book' a national reference. There are 2 rural broadband authors in the senate. The Governor's budget has an item to set up a library advisory group, I have heard the legislation has not been changed for 30 years. This work will be looked at as a rough draft in a 1 ½ year.'

**IX. Director's Report -Tara Johnson**

- A. SELCO Meeting: Doing an 'audit' on the delivery service. They have switched services 3 times. Things are placed outside instead of inside. How will delivery happen in the future? SELCO.INFO = Check out the 'new' updated website. Board Updates, etc...
- B. PTO Hours coming at the end of the month. Updates during Covid-see below in new business.

**X. New Business**

- A. MN Public Library Annual Report  
See the copy of the draft report. Asking for approval. The Board President will sign. Official copies will be sent to the State and SELCO. New questions this year, regarding the pandemic: new services, updates, changes. This document is 'hosted' on the Department of Ed. Website, search 'libraries' - 'annual report.' Look at any library in the state of MN. *Ollie moved to approve the Treasurer's Report. Sarah seconded. MC*
- B. Social Media Policy  
Look over copies shared and look for more via email from Tara to be discussed next mtg.

**XI. Old Business**

- A. Board Member Committee Roster Update  
Look over and let Tara know if you need any updates.
- B. Library Services during COVID-19  
Continuing to be OPEN M/W/F. Only 2 computers- patrons are managing well. Curbside continues: Tues/Thurs/Sat.

**XII. Other Business**

Next meeting, **March 17th, 2021, at 5:00 pm VIA In-Person & ZOOM Options.**

**XIII. Adjourn** Tracey / Ollie moved to adjourn the Library Board Meeting @ 5:32pm. **MC**

2 of 2 pages for 2021 January Lanesboro Library Board Minutes.

Respectfully Submitted by:

Stacey Schultz

2-17-2021 @ 5:35pm.

# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

March 17th, 2021

Location: ZOOM Virtual Mtg. + City Council Chambers

Time: 5:00 p.m

## **Agenda:**

**I. Call to order** ~ Phil Holtegard called the meeting to order.

Phil Holtegard-Chair., Alissa Sindelar-Vice Chair., Stacey Schultz-Secretary, Sarah Pieper-Treasurer  
Also in Attendance: John Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Administrator, Mindy Albrecht-Benson-City Council Library Rep., Darla Taylor-City Clerk.

**II. Approval of the Agenda**

*Ollie moved approval of the agenda. Sarah seconded. MC*

**III. Approval of the Minutes**

*Tracey moved approval of the minutes. John seconded. MC*

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

Sarah shared the Donation Checking Account Balance: March 2021 \$11,4385.00 / \$0 Deposits / \$0 Payments

Rose Bell Balance: \$2814.72 / \$0 Deposits / \$0 Payments

*Stacey moved to approve the Treasurer's Report. Ollie seconded. MC*

**V. Financial Report**

a. Budget balance

February 2021 10% Budget Income / 15% Budget Expenditures

FYI: Rural funds coming in next quarter. Property Taxes come in June/July/August. Not 12 months of even income.

b. Bills

March 2021 Bills = \$1739.42

*Sarah moved approval of the Financial Report & Bills. Stacey seconded. MC*

**VI. Director's PTO Hours = 48 Hours Used**

**VII. Circulation report February 2021**

1,513 Total Items Checked Out: 1,513 Physical Books/Items & 166 audio/ e-Books.

**VIII. Committee Reports = None at this time.**

- a. Personnel Committee N/A
- b. Friends of the Library: Upcoming Quarterly Mtg.
- c. Public Relations Committee: N/A
- d. Budget Committee: N/A
- e. Fundraising Committee: Discussion of future Fundraising Activities. Goal: To connect with Friends of the Library.
- f. Policy Committee: Discussion of Social Media Policy. Rough Draft Presented. Goal: To connect with the City Lawyer to look at written speech in documents. Reference current policies at library regarding Social Media. Continue research.
- g. Building Committee N/A
- h. SELCO Board: N/A

**IX. Director's Report** -Tara Johnson

Tuesdays = SELCO = Virtual Training = Working with diverse backgrounds and looking at implicit bias.

Libraries are for everyone. What do our communities need to thrive? Part I complete, total of 3 parts.

Requiring tubs = watch a video, training = Tuesdays as Training Days. ::PROJECT READY:: The Staff will continue all of the SELCO Virtual Training - Focus on for the next few weeks.

**X. New Business**

A. Summer Reading Program / Intern 2021

Currently planning summer reading. Ideas for Summer Reading: June & July=Pushing into the months of July / August. (Tuesdays = Art Center Day?, Wednesdays = Library?)

**XI. Old Business**

A. Library Services during COVID-19

Continuing to be OPEN M/W/F. Only 2 computers- patrons are managing well.

Curbside continues: Tues/Thurs/Sat.

**XII. Other Business**

Next meeting, **April 21st, 2021, at 5:00 pm VIA In-Person & ZOOM Options.**

**XIII. Adjourn** Stacey / Sarah moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for 2021 March Lanesboro Library Board Minutes.

Respectfully Submitted by:

Stacey Schultz

3-20-2021 @ 7:00pm.

# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

April 21st, 2021

Location: ZOOM Virtual Mtg. AND City Council Chambers

Time: 5:00 p.m

## Agenda:

**I. Call to order** ~ Phil Holtegard called the meeting to order.

Phil Holtegard-Chair., , Stacey Schultz-Secretary, Sarah Pieper-Treasurer

Absent: Alissa Sindelar-Vice Chair.

Also in Attendance: Jon Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Administrator, Mindy Albrecht-Benson-City Council Library Rep., Darla Taylor-City Clerk.

**II. Approval of the Agenda**

*Jon moved approval of the agenda. Ollie seconded. MC*

**III. Approval of the Minutes**

*Ollie moved approval of the minutes. Tracey seconded. MC*

**IV. Treasurer's Report *\*\*NO NEW ACTIONS In/Out of Both Accounts\*\* March/April 2021=Same (Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)***

Sarah shared the Donation Checking Account Balance: April 2021 \$11,4385.00 / \$0 Deposits / \$0 Payments

Rose Bell Balance: April 2021 \$2814.72 / \$0 Deposits / \$0 Payments

*Stacey moved to approve the Treasurer's Report. Jon seconded. MC*

**V. Financial Report**

a. Budget balance

March 2021 10% Budget Income / 26% Budget Expenditures

FYI: Increase in payments to employees due to 3 pay periods in March 2021.

(This will occur in Aug. 2021 as well, with 3 pay periods due to the # of wks. In month.)

b. Bills

April 2021 Bills = \$1396.82

*Tracey moved approval of the Financial Report & Bills. Sarah seconded. MC*

**VI. Director's PTO Hours = 0 Hours Used**

**VII. Circulation report March 2021**

1,847 Total Items Checked Out: 1,672 Physical Books/Items & 170 audio/ e-Books.

**\*\*\*HIGHEST # OF AUDIO / E-BOOKS EVER CHECKED OUT @ LANESBORO LIBRARY!\*\*\***

**VIII. Committee Reports = None at this time.**

a. Personnel Committee N/A

b. Friends of the Library: Upcoming Quarterly Mtg.

c. Public Relations Committee: N/A

d. Budget Committee: N/A

e. Fundraising Committee: Discussion of future Fundraising Activities. Connect with FOLL.

f. Policy Committee: Discussion of Social Media Policy.

g. Building Committee N/A

h. SELCO Board: N/A

**IX. Director's Report** -Tara Johnson The SELCO Library directors met via Zoom to discuss the 2020 circulation. SELCO calculates library 'AUTOMATION' fees (Reminder in the Bills: AUTOMATION = \$514.99) by using circulation, population of the community and holdings (the

number of items at an individual library.) To create an equitable formula as some SELCO Libraries were open and others closed during the pandemic.. Do a 5 yr average and Pull 2020 out of the formula. All libraries in agreement for doing programming OUTSIDE as we head into Spring/Summer Planning. Discussion on the Spread of Covid on items for quarantining materials. Information found on CDC = Listservs---no need to quarantine books. Currently at Lanesboro the staff is doing a 24 hour quarantine on books. Also, if something is needed quickly----they can clean it.

#### **X. New Business**

##### **A. Social media policy.**

Lawyer reviewed, clarification of items within the document. (See Template)  
City attorney was the person contacted. In addition, an update to the Lanesboro Library Internet Access - separate policy Item #4 - needs to be updated. Internet = Policy  
Committee will meet before the next board mtg.

*Stacey moved to accept the new Social Media Policy. Ollie seconded. MC*

#### **XI. Old Business**

##### **A. Library Services during COVID-19**

Continuing to be OPEN M/W/F. Only 2 computers- patrons are managing well.  
Curbside continues: Tues/Thurs/Sat.

##### **B. Summer Reading Program:**

Outdoors, Storytimes 9:30am ( Meet @ the Gazebo), Nature Walks with Eagle Bluff, Balloons with Kevin, Storywalk with Stacey June 4/June 11

##### **More Brainstorming...**

Teen Events -- nothing booked yet.

Making Sock Animals/Making Leather works

GAME SERIES: OPEN HOUSE ==== GAMING GEEK

Storytelling WORKSHOPS == Web Based Story Workshops = Story Pirates = Take kids stories =sketch comedy and song === New York === Grants ===

##### **C. Library services during Covid**

No need to quarantine books more than 24 hrs. - Monday, May 17th will be the OPENING DATE to have all hours of the library OPEN TO THE PUBLIC- All Library Staff Vaccinated  
Open back to NORMAL HOURS---week of the board meeting-more discussion then as needed.

##### **D. SELCO REPRESENTATIVE: Linda Hennessey**

Selco Rep. Linda Hennessey ~ Selco Ex. Board for another term (attends monthly)-Selco Rep for Fillmore County commissioners=Approval to have linda continue another year.

*Sarah moved to approval and Jon seconded. MC*

#### **XII. Other Business**

Next meeting, **May 19th, 2021, at 5:00 pm VIA In-Person & ZOOM Options.**

#### **XIII. Adjourn** Tracey / Sarah moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for 2021 April Lanesboro Library Board Minutes.

Respectfully Submitted by:

Stacey Schultz

4-28-2021 @ 8:00pm.



# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

May 19th, 2021

Location: ZOOM Virtual Mtg. AND City Council Chambers

Time: 5:00 p.m

## **Agenda:**

**I. Call to order** ~ Phil Holtegard called the meeting to order.

Phil Holtegard-Chair., Alissa Sindelar-Vice Chair., Stacey Schultz-Secretary

Absent: Sarah Pieper-Treasurer

Also in Attendance: Jon Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Administrator, Mindy Albrecht-Benson-City Council Library Rep.

**II. Approval of the Agenda**

*Jon moved approval of the agenda. Tracey seconded. MC*

**III. Approval of the Minutes**

*Ollie moved approval of the minutes. Jon seconded. MC*

**IV. Treasurer's Report *\*\*NO NEW ACTIONS In/Out of Both Accounts\*\* April/May 2021=Same (Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)***

Donation Checking Account Balance: April / May 2021 \$11,4385.00 / \$0 Deposits / \$0 Payments

Rose Bell Balance: April / May 2021 \$2814.72 / \$0 Deposits / \$0 Payments

*Ollie moved to approve the Treasurer's Report. Tracey seconded. MC*

**V. Financial Report**

a. Budget balance

April 2021 10% Budget Income / 35% Budget Expenditures

b. Bills

May 2021 Bills = \$1261.28

**\*\*FYI re: Bills: Bills: PC Lease = \$296 month (Patron & Staff Computers) 3 yr. Contract - (\$319 - \$339 )**

Slight increase due to Error in billing from Selco - regarding PC Lease.

*Ollie moved approval of the Financial Report & Bills. Tracey seconded. MC*

**VI. Director's PTO Hours = 16 hours ~ May 7th/8 hrs ===== May 11th/8 hrs.**

**VII. Circulation report April 2021**

1668 Total = 1507 Physical Items / 161 E-Books / Audio

**VIII. Committee Reports = None at this time.**

a. Personnel Committee N/A

b. Friends of the Library: -Updates from latest FOLL Mtg. (Fundraising, Flowers & More)

c. Public Relations Committee: N/A

d. Budget Committee: N/A

e. Fundraising Committee: Discussion of future Fundraising Activities. Connect with FOLL.

f. Policy Committee: Discussion of Internet Policy.

g. Building Committee N/A

h. SELCO Board: Linda Hennessey Shared the following:

@ last board mtg. - bi-monthly meetings. = lessen the work on the executive committee Bylaws last amended in 2003 --- new task force that will include board members, staff, and library members (merging cells) Merged Operation ~ SELCO Board Appointments=Hard to get some participation to connect with certain regions. Adopted to delete the 2020 statistics from the formula--'Determines how each library is charged for technology fees' (fairest thing to do)

**IX. Director's Report** -SELCO Membership Agreement: Recognizing that they have not updated bylaws since 2003-Donation in memory of Blake Coleman. (Order Kindle's - reached out to Lake City & Red Wing)-Trying something new....

Summer Reading Program - begins June 11th

Eagle Bluff in JULY 2x

Main Street Story Walk (Book Printed on Posters)

Library

City

(6 Total Downtown Businesses needed to participate.)

June 25th Friday Morning- Kevin Lindh - Acknowledge Kay Wold - Surprise (Talk to Carol)

**X. New Business**

A. Consider a Change in Tuesday/Thursday Library Open Hours

Library staff will observe, take notes on number of visitors / times of day / etc...

B. 2021 ARSL Conference, Oct. 19-23

*Stacey moved to accept that Tara apply through SELCO for a 2021 ARSL Conference Scholarship. Ollie seconded. MC*

**XI. Old Business**

A. Library Services during COVID-19

MN State Librarian has contacted the Governor's Office --re: Library Rules.

*Sarah moved to approval and Jon seconded. MC*

**XII. Other Business**

Next meeting, **June 16th, 2021, at 5:00 pm VIA In-Person & ZOOM Options.**

**XIII. Adjourn** Stacey / Tracey moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for 2021 May Lanesboro Library Board Minutes.

Respectfully Submitted by:

Stacey Schultz

5-22-2021 @ 8:00pm.

# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

July 21st , 2021

Location: ZOOM Virtual Mtg. AND City Council Chambers

Time: 5:00 p.m

## **Agenda:**

**I. Call to order** ~ Phil Holtegard called the meeting to order.

Phil Holtegard-Chair., Alissa Sindelar-Vice Chair., Stacey Schultz-Sec.

Absent: Sarah Pieper-Treas., Ollie Lepper / Also in Attendance: Jon Buggs, Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Administrator, Mindy Albrecht-Benson-City Council Library Rep., Visitor: Anna Loney

**II. Approval of the Agenda**

*Tracey moved approval of the agenda. Jon seconded. MC*

**III. Approval of the Minutes (Thank you Ollie for covering Minutes in June 2021)**

*Jon moved approval of the minutes. Stacey seconded. MC*

**IV. Treasurer's Report**

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

Donation Checking Account Balance: June 1, 2021 \$11,4385.00 / \$0 Deposits / -\$ 400.00 Payment to Kevin Lindh = Balloon Artist for Summer Reading Program ~ Closing Balance on June 30, 2021 \$10,985.00

Rose Bell Balance: June 2021 \$2814.72 / \$0 Deposits / \$0 Payments

*Stacey moved to approve the Treasurer's Report. Tracey seconded. MC*

**V. Financial Report**

a. Budget balance

June 2021 18% Budget Income / 51% Budget Expenditures

b. Bills

July 2021 Bills = \$1371.37

*Alissa moved approval of the Financial Report & Bills. Tracey seconded. MC*

**VI. Director's PTO Hours = 2 hours ~ June 21st, 2021**

**VII. Circulation report June 2021**

1631 Total = 1471 Physical Items / 160 E-Books / Audio

**VIII. Committee Reports = None at this time.**

a. Personnel Committee N/A

b. Friends of the Library: -Updates from latest FOLL Mtg. from Anna Loney, Friends Secretary

Working on connections between the Lanesboro Public Library & Public School = Making Teachers & Students

Welcome. We welcomed Desiree Borth-Ferrie to the FOLL. FYI: Free Books for Teachers @ Friends of the Lanesboro Library Lobby Book Sale ----- \*\*\* Help from the community to do the school library if needed after construction.

Robert Lieb: Graduating Teen , New FOLL Teens: Stephan & Cooper, Friends: Popcorn Sales (Community Theater Night July 31st, Sunday Aug. 1st) - Goal: Outreach: Yearly Fundraising Letter (August)

Treasurer: Blake Coleman Memorial Fund (Thank you to the family.)

Donation SATURDAY---Bring Books to Donate!!!!!! (Receive Books / 3rd Sat. of every Month)

Tentative Dates: Make Up Potluck === Evening === Sun 22nd Sept / 5:30 (29th Rain Date)

- c. Public Relations Committee: N/A
- d. Budget Committee: N/A
- e. Fundraising Committee: Discussion of future Fundraising Activities. Connect with FOLL.
- f. Policy Committee: N/A
- g. Building Committee N/A
- h. SELCO Board: Linda Hennessey --- meets next week on Ex. Board.

**IX. Director's Report -**

2021 ARSL Conference, Oct. 19-23 @ Reno in NV. Tara received news that she received a scholarship to attend through SELCO.  
 -Changes to Annual Report = Kids/Teens = Summer Reading PreK/Elem/Teen  
 Streamlined the reporting process----Workshop coming up to learn about the report completion.

23 responses to the survey!  
 What hours are preferred... ===  
 4 = evenings  
 4 = mornings  
 9 = afternoon  
 3 = weekend  
 -----> Resend survey!!!!

Summer Programming: Eagle Bluff = nets = 50+ Kids ~ Outdoor Educator: Jacqueline

**X. New Business**

A. Fillmore County Funding  
 Fillmore County Funding: Library Directors 7 libraries + Krista Ross= Tues, July 27th, Budget Committee---- Talking about a slight increase = county funding== requested 3% increase ... additional \$500 next year. Update more after mtg. Next week.

B. Legacy Funds via SELCO  
 Legacy Funding through the state of MN = \$\$\$ spread across the state = \$1200 a year....\$ to use for programs = Thankful MN Govt. did NOT Shut down.... Funding and how we use it! Usually book 4 programs covered by legacy funding===this year just 2.

**XI. Old Business**

- A. Library Furnace Duct & Vent Cleaning. (City Conducted Services) (Residue on books/in air...closed early to clean the library - layers of dust and dirt.)
- B. T/TH Library Open Hours Assessment (Send out another survey.)
- C. Library Services during Covid 19. (No Changes at this time.)

**XII. Other Business ~ Next meeting, September 15th, 2021, at 5:00 pm VIA In-Person & ZOOM Options.**

**XIII. Adjourn** Tracey / Jon moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for July 2021 Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 8-18-2021 @ 3:30pm.

# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

August 18th, 2021

Location: ZOOM Virtual Mtg. AND City Council Chambers

Time: 5:00 p.m

## **Agenda:**

### **I. Call to order ~ Phil Holtegard called the meeting to order.**

Phil Holtegard-Chair., Alissa Sindelar-Vice Chair., Sarah Pieper-Treas., Stacey Schultz-Sec.  
Also in Attendance: Ollie Lepper / Jon Buggs, Tara Johnson-Library Director, Michele Peterson-City Administrator, Mindy Albrecht-Benson-City Council Library Rep., Absent: Tracey Lambrecht.

### **II. Approval of the Agenda**

*Jon moved approval of the agenda. Ollie seconded. MC*

### **III. Approval of the Minutes**

*Ollie moved approval of the minutes. Sarah seconded. MC*

### **IV. Treasurer's Report**

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

Donation Checking Account Balance: July 1-31, 2021 \$10,985.00 / \$0 Deposits / \$0 Payments

Rose Bell Balance: July 2021 \$2814.72 / \$0 Deposits / \$0 Payments

*Stacey moved to approve the Treasurer's Report. Ollie seconded. MC*

### **V. Financial Report**

#### **a. Budget balance**

July 2021 56% Budget Income / 59% Budget Expenditures

#### **b. Bills**

August 2021 Bills = \$1756.68

*Jon moved approval of the Financial Report & Bills. Ollie seconded. MC*

### **VI. Director's PTO Hours = 8 hours ~ August 16th, 2021**

### **VII. Circulation report July 2021 (4 Storytimes + 1 Kit -take & make)**

1767 Total = 1587 Physical Items / 180 E-Books / Audio (200 Highest - June 2021)

### **VIII. Committee Reports**

- a. Personnel Committee N/A
- b. Friends of the Library: N/A
- c. Public Relations Committee: Discussed insert in an upcoming utility bill-re: Hours, etc
- d. Budget Committee: N/A
- e. Fundraising Committee: Discussion of future Fundraising Activities. Connect with FOLL.
- f. Policy Committee: N/A
- g. Building Committee N/A
- h. SELCO Board: Linda Hennessey --- See email info. Below:

**IX. Director's Report -**

-Programming in Person -being cancelled by other libraries - Kent Kruger - pulled presentations. Barb Jeffers (Friday before BB Days --- Book Launch) --Shirley working on weeding - Fiction Eliza---working on Computer Input- keeping things running.

**X. New Business**

- A. High Humidity in the library-Discussion/Connecting with City to Address.
- B. Contract with Fillmore County 2022-2024-Lanesboro signed, awaiting others.
- C. October Board Meeting Date Change-confirmed and will be posted re: change.
- D. Library Director's Job Review-to be scheduled and discussed at Sept. Mtg.

**XI. Old Business**

- A. 2022 Library Budget-Submitted to City Council, now we wait.
- B. Tu/Th Library Open Hours Assessment-continuing to discuss.
- C. Library Services during COVID 19- Keep Current Hours, no changes.

**XII. Other Business ~ Next meeting, September 15th, 2021, at 5:00 pm VIA In-Person & ZOOM Options.**

**XIII. Adjourn** Stacey / Sarah moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for August 2021 Lanesboro Library Board Minutes.

Respectfully Submitted by:

Stacey Schultz

9-12-2021 @ 11:00am

# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

September 15th, 2021

Location: ZOOM Virtual Mtg. AND City Council Chambers

Time: 5:00 p.m

## **Agenda:**

### **I. Call to order ~ Phil Holtegard called the meeting to order.**

Phil Holtegard-Chair., Sarah Pieper-Treas., Stacey Schultz-Sec.

Also in Attendance: Ollie Lepper / Jon Buggs / Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Administrator, Mindy Albrecht-Benson-City Council Library Rep.,  
Absent: Alissa Sindelar-Vice Chair.

### **II. Approval of the Agenda**

*Tracey moved approval of the agenda. Ollie seconded. MC*

### **III. Approval of the Minutes**

*Ollie moved approval of the minutes. Sarah seconded. MC*

### **IV. Treasurer's Report**

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

Donation Checking Account Balance: August 1-31, 2021 \$10,985.00 / \$0 Deposits / \$0 Payments

Rose Bell Balance: August 2021 \$2814.72 / \$0 Deposits / \$0 Payments

*Jon moved to approve the Treasurer's Report. Ollie seconded. MC*

### **V. Financial Report**

#### **a. Budget balance**

August 2021 64% Budget Income / 69% Budget Expenditures

#### **b. Bills**

September 2021 Bills = \$2052.34

*Stacey moved approval of the Financial Report & Bills. Ollie seconded. MC*

### **VI. Director's PTO Hours = 16 hours in September**

*Sarah moved approval of the Financial Report & Bills. Tracey seconded. MC*

### **VII. Circulation report August 2021 (1 Event + 1 Family Movie Night)**

1703 Total = 1515 Physical Items / 188 E-Books / Audio

### **VIII. Committee Reports**

- a. Personnel Committee: Tara Johnson, Library Director Job Review done by Sarah, Tracey, Phil.
- b. Friends of the Library: N/A
- c. Public Relations Committee: Discussed insert in an upcoming utility bill (Goal: Nov.1)
- d. Budget Committee: Sept. 15th City Council Special Mtg. to approve preliminary Budget.
- e. Fundraising Committee: Discussion of future Fundraising Activities. Connect with FOLL.
- f. Policy Committee: Jon & Tracey working on the 'Library Circulation Policy.'
- g. Building Committee: Humidity Level (See Below)
- h. SELCO Board: Next mtg. Scheduled for Sept. 28

**IX. Director's Report -**

~ September is National Library Card Month (2 new cards last week.)

~ Resuming PreSchool Storytime - Located Outdoors, Friday Mornings in Sept & October:2 wks

~Family Movie Night during Buffalo Bill Days

**X. New Business**

A. Circulation Policy Update

B. High Humidity in the library-Discussion/Connecting with City to Address.

\*Currently @ 41% Humidity in the library. City connecting with Winona Service & Controls.

**XI. Old Business**

A. Library Services during COVID 19- Keep Current Hours, no changes.

B. Job Review Library Director-Kind and professional words shared by the Personnel Committee re: Tara Johnson, Lanesboro Library Director.

**XII. Other Business** ~ Next meeting, **October 13th, 2021, at 5:00 pm VIA In-Person & ZOOM Options.**

**XIII. Adjourn** Stacey / Ollie moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for September 2021 Lanesboro Library Board Minutes.

Respectfully Submitted by:

Stacey Schultz

9-20-2021 @ 7:00pm



# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

October 13, 2021

Location: ZOOM Virtual Mtg. AND City Council Chambers

Time: 5:00 p.m

## **Agenda:**

**I. Call to order** ~ Phil Holtegard called the meeting to order.

Phil Holtegard-Chair., Alissa Sindelar-Vice Chair., Sarah Pieper-Treas., Stacey Schultz-Sec.  
Also in Attendance: Ollie Lepper / Jon Buggs / Tracey Lambrecht, Tara Johnson-Library Director,  
Michele Peterson-City Administrator, Mindy Albrecht-Benson-City Council Library Rep., Linda  
Hennesy-SELCO Board & Fillmore County Board Rep.

**II. Approval of the Agenda**

*Stacey moved approval of the agenda. Ollie seconded. MC*

**III. Approval of the Minutes**

*Tracey moved approval of the minutes. Sarah seconded. MC*

**IV. Treasurer's Report**

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

Donation Checking Account Balance: September 1-30, 2021 \$10,985.00 / \$0 Deposits / \$0 Payments

Rose Bell Balance: September 2021 \$2814.72 / \$0 Deposits / \$0 Payments

*Stacey moved to approve the Treasurer's Report. Jon seconded. MC*

**V. Financial Report**

a. Budget balance

September 2021 65% Budget Income / 77% Budget Expenditures

b. Bills

October 2021 Bills = \$1692.42

*Stacey moved approval of the Financial Report & Bills. Ollie seconded. MC*

**VI. Director's PTO Hours = 32 hours in October (Tara to Attend [ARSL Conference](#))**

*Sarah moved approval of the Director's PTO Hours. Jon seconded. MC*



**VII. Circulation report September 2021 (2 Storytimes)**

1841 Total = 1698 Physical Items / 143 E-Books / Audio

**VIII. Committee Reports**

- a. Personnel Committee: N/A
- b. Friends of the Library: Upcoming Quarterly Meeting on 10/26/21.
- c. Public Relations Committee: Discussed insert in sent out in city utility bills.
- d. Budget Committee: Reported that the city council has set 'preliminary budget for 2022.'
  1. New quotes for city employee health insurance.
- e. Fundraising Committee: Discussion of future Fundraising Activities. Connect with FOLL.
- f. Policy Committee: Jon & Tracey working on the 'Library Circulation Policy.' Review printout.
- g. Building Committee: Humidity Level -city & library will continue to monitor.
- h. SELCO Board: Linda H. reported from her representations on the SELCO Board-Advocacy Committee & Legacy Review Committee + Fillmore County Board of Commissioners.
  1. Audit of SELCO & SELS was approved and came up 'clean.'
  2. SELCO has TWO big processes happening:
    - i. First, there is an extended strategic planning committee.
    - ii. Second, there is a structure study task force looking at how to merge SELCO & SELS.

**IX. Director's Report**

-Tara shared an update from her Fall SELCO Advisory Meeting, all library directors attended. Currently they are reviewing structures & housekeeping issues. Also working on a 'process to problem solving' streamline.

-Discussion of Circulation report and still seeing individual patrons & families come in after a time away during Covid. Ready for the upcoming 'updated new hours for Tuesdays/ Thursdays' re: preparations/signage and more.

-(See Upcoming Library Staff Evaluations in New Business.)

-(See ARSL Update in New Business.)

**X. New Business**

- A. Review Board Committees-Printout was shared with Library Board.
- B. Library Staff Evaluations-Paperwork/Eval results to be shared next month.
- C. ARSL Conference-Tara will attend in Reno, NV. Looking forward to a 'Dine Around' & Keynote Speaker: 'Local Reno, NV Author= [Michael P. Branch](#)'  
Thank you to Shirly & Eliza who will pick up hours & cover while at ARSL.

**XI. Old Business**

- A. Controlling Humidity Levels in the Library-Continue to Monitor levels.
- B. Library Services during COVID 19- Keep Current Hours, no changes.

**XII. Other Business** ~ Next meeting, **November 17th, 2021, at 5:00 pm VIA In-Person & ZOOM Options.**

**XIII. Adjourn** Tracey / Ollie moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for October 2021 Lanesboro Library Board Minutes.

Respectfully Submitted by:

Stacey Schultz

11-3-2021 @ 8:00pm

# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

November 17, 2021

Location: ZOOM Virtual Mtg. AND City Council Chambers

Time: 5:00 p.m

## **Agenda:**

**I. Call to order** ~ Phil Holtegard called the meeting to order.

Phil Holtegard-Chair., Alissa Sindelar-Vice Chair., Sarah Pieper-Treas., Stacey Schultz-Sec.  
Also in Attendance: Ollie Lepper / Jon Buggs / Tracey Lambrecht, Tara Johnson-Library Director, Darla Taylor-City Clerk, Mindy Albrecht-Benson-City Council Library Rep.(via Zoom), Linda Hennesy-SELCO Board & Fillmore County Board Rep.

**II. Approval of the Agenda**

*Sarah moved approval of the agenda. Ollie seconded. MC*

**III. Approval of the Minutes**

*Ollie moved approval of the minutes. Jon seconded. MC*

**IV. Treasurer's Report**

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

Donation Checking Account Balance: October 1-31, 2021 \$10,985.00 / \$0 Deposits / \$0 Payments

Rose Bell Balance: October 2021 \$2814.72 / \$0 Deposits / \$0 Payments

*Stacey moved to approve the Treasurer's Report. Jon seconded. MC*

**V. Financial Report**

a. Budget balance

October 2021 65% Budget Income / 86% Budget Expenditures (Budget Mtg. 11/23 @6pm)

b. Bills

November 2021 Bills = \$1914.82

*Stacey moved approval of the Financial Report & Bills. Sarah seconded. MC*

**VI. Director's PTO Hours = 16 hours in November (8 hrs=8th, 8 hrs=12th)**

*Ollie moved approval of the Director's PTO Hours. Tracey seconded. MC*

**VII. Circulation report October 2021 (2 Storytimes)**

1715 Total = 1581 Physical Items / 134 E-Books/Audio

**VIII. Committee Reports (New Board Committee Info/Organization decided-during Nov. 17th, 2021 Mtg.)**

a. Personnel Committee: N/A

b. Friends of the Library: Stacey Updated on latest FOLL Mtg & Upcoming Give to the Max Day.

c. Public Relations Committee: N/A

d. Budget Committee: Upcoming City Council Budget Workshop / Budget Mtg. 11/23 @ 6pm.

e. Fundraising Committee: FOLL Fundraiser- Give to the Max Day

f. Policy Committee: Jon & Tracey shared the 'Library Circulation Policy.'

*Ollie moved approval of the Library Circ. Policy. Sarah seconded. MC*

g. Building Committee: Humidity Level -city & library will continue to monitor.

h. SELCO Board: Linda H. reported from her representations on the SELCO Board-Advocacy Committee & Legacy Review Committee + Fillmore County Board of Commissioners.

**IX. Director's Report**

-Completed Library Staff Evaluations, updates on High School Library Card Drive, updates on ARSL Conference-working on a grant submission & More.

**X. New Business**

A. Review Board Committees-

**New Board Committee Info/Organization decided-during Nov. 17th, 2021 Mtg.**

B. Library Staff Evaluations-Both Evals for Eliza & Shirly went 'wonderful.'

C. Director's PTO Hours Conversion- PTO/80 hrs. limit/475 Retirement Plan.

**XI. Old Business**

A. 2022 Library Budget- City Council Budget Wksp/ Budget Mtg. 11/23 @ 6pm.

B. Library Board Committees-Printout was shared with the Library Board.

C. Library Services during Covid 19-continuing and will update as needed.

**XII. Other Business ~ Next meeting, December 15th, 2021, at 5:00 pm VIA In-Person & ZOOM Options.**

**XIII. Adjourn** Tracey / Jon moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for November 17, 2021 Lanesboro Library Board Minutes.

Respectfully Submitted by:

Stacey Schultz

11-5-2021 @ 8:00pm

# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

December 15th, 2021

Location: ZOOM Virtual Mtg. AND City Council Chambers

Time: 5:00 p.m

## **Agenda:**

**I. Call to order** ~ Phil Holtegard called the meeting to order.

Phil Holtegard-Chair., Alissa Sindelar-Vice Chair., Sarah Pieper-Treas., Stacey Schultz-Sec.  
Also in Attendance: Ollie Lepper / Jon Buggs / Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Admin., Mindy Albrecht-Benson-City Council Library Rep,

**II. Approval of the Agenda**

*Ollie moved approval of the agenda. Sarah seconded. MC*

**III. Approval of the Minutes**

*Tracey moved approval of the minutes. Ollie seconded. MC*

**IV. Treasurer's Report** \*Two donations arrived in memory of Mary Peterson.

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

Donation Checking Acct. Balance: November 1-30, 2021 \$10,985.00 + \$250 Deposits + \$0 Payments = **\$11,235.00**

Rose Bell Balance: November 2021 \$2814.72 / \$0 Deposits / \$0 Payments

*Jon moved to approve the Treasurer's Report. Ollie seconded. MC*

**V. Financial Report**

a. Budget balance

November 2021 72% Budget Income / 95% Budget Expenditures (City Budget Mtg. Jan.3,2022)

b. Bills

December 2021 Bills = \$1809.62

*Tracey moved approval of the Financial Report & Bills. Sarah seconded. MC*

**VI. Director's PTO Hours** = 0 PTO hours this month

**VII. Circulation report November 2021**

1575 Total = 1441 Physical Items / 134 E-Books/Audio

\*Tara shared patrons are coming back but still cautious due to Covid.

\*Tara will connect with both Kenilworth and Sylvan Manor Building Managers to discuss the possibility of setting up the 'traveling library totes' once again. Goal: Bring books to patrons who may be unable to travel to the library. (Find volunteers to deliver totes.)

**VIII. Committee Reports (New Board Committee Info/Organization decided-during Nov. 17th, 2021 Mtg.)**

a. Personnel Committee: N/A

b. Friends of the Library: Upcoming Quarterly FOLL Mtg. in January 2022

c. Public Relations Committee: N/A

d. Budget Committee: 2022 Library Budget was approved at the Dec. 2021 City Council Mtg.  
-----Upcoming City Council Mtg. (City Job / Salary / Study) 1/3/22 @ 6pm.

e. Fundraising Committee: FYI: FOLL Fundraiser- Give to the Max Day raised a total of \$500.

f. Policy Committee: N/A

g. Building Committee: N/A

h. SELCO Board: N/A

**IX. Director's Report**

\*Tara discussed details of the most recent 'Library Director Mtg.' The numbers for 2020 are taken out of library data due to COVID.

\*Upcoming Market & Calibration Study regarding City Employee Pay: Jan.3, 2022 (6pm) All board members invited to learn data - specifically the Budget Committee will attend.

\*Thank you to Phil Holtegard for getting the lights UP and SHINING on our trees outside!

\*We have a new Minnesota State Librarian-this role falls under the umbrella of the Secretary of Education- 'Tami Lee has been appointed director for the Libraries and Expanded Learning division at the Minnesota Department of Education.'

<https://minitex.umn.edu/news/2021-10/new-director-libraries-and-expanded-learning-division-minnesota-department-education>

\*Goals the new state librarian has shared:-support Overdrive/Libby (e-books), -scholarships for conferences -continuing MN Legacy Funding for libraries

**X. New Business**

A. Review Board Committees-All current members will stay on Library Board.

\*New Chair= Alissa Sindelar / \*New Assistant Chair= Phil Holtegard.

\*Sarah Pieper will continue as Treasurer & Stacey Schultz as Secretary.

B. 2022 Closed Dates: All approved dates now posted on the library website.

**2022 Closures**

- January 1: New Year's Day 2022 (Sa)
- January 17: Martin Luther King, Jr. Day (M)
- February 21: Presidents' Day (M)
- April 15: Good Friday
- May 30: Memorial Day (M)
- June 4: Rhubarb Festival (Sa)
- June 18: Art in the Park (Sa)
- July 4: Independence Day (M)
- August 6: Buffalo Bill Days (Sa)
- September 5: Labor Day (M)
- November 11: Veteran's Day (F)
- November 24 and 25: Thanksgiving (TH and F)
- December 23: Christmas Eve (F)
- December 24: Christmas Day (Sa)
- December 31: New Year's Eve (Sa)
- January 2: New Year's Day (observed) 2023 (M)



*Ollie moved approval of the 2022 Closed Dates. Tracey seconded. MC*

**XI. Old Business**

A. Library Services during Covid 19-continuing and will update as needed.

**XII. Other Business** ~ Next meeting, **January 19th, 2022, at 5:00 pm VIA In-Person & ZOOM Options.**

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

2 of 2 pages for December 15, 2021 Lanesboro Library Board Minutes.

Respectfully Submitted by:

Stacey Schultz

1-18-2022 @ 8:00pm