

# LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING

January 18, 2023

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

## Agenda:

### **I. Call to order** ~ Alissa Sindelar called the meeting to order.

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

**\*\*Public Comments: N/A**

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

*Ollie moved to approve of the agenda. Tracey seconded. MC*

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

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

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

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

(See Attachment with Treasurer's Report Information- Year End 2022.

Donation Checking Acct. Balance: **Ending Balance 12/31/22 = \$12,782.826**

Rose Bell Balance: December 1st- 31st, 2022 \$2814.72 / \$0 Deposits / \$0 Payments

Lanesboro Public Library Treasurer's Report		
January 1, 2022		
<b>Donation Checking Account #618230</b>		
Beginning Balance:	December 1, 2022	\$15,203.36
Deposits:		\$0.00
Disbursements:		
12/14/22 City of Lanesboro Reimburse for Teen Charging Station \$452.99, Graphic Novels \$216.69, and Books on Amazon \$494.05		\$1,163.74
12/14/2022 City of Lanesboro Reimburse for Non-Resident Fees		\$450.00
12/15/22 SELCO Overdrive Fee for 2023		\$359.80
12/15/22 SWANK Moving Licensing USA For Movies/Copyright Compliance		\$447.00
		<u>\$2,420.54</u>
Ending Balance:	December 31, 2022	\$12,782.82
<b>Rose Bell Fund Account #22802752</b>		
Beginning Balance:	December 1, 2022	\$2,814.72
Deposits:		\$0.00
Disbursements:		\$0.00
Ending Balance:	December 31, 2022	\$2,814.72

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

### **V. Financial Report**

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

December 2022 ~ 100% Budget Income / 102% Budget Expenditures

#### **b. Bills**

January 2023 Bills = \$980.99

*Sarah moved approval of the October Bills. Tracey seconded. MC*

### **VI. Director's PTO Hours = 8 hours** (December 14th, 2022)

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

**VII. Circulation report: December 2022 (1 storytime)**

1,744 Total Checkout (161 ebooks/eaudio)    \*\*YEAR END: #22,134 Total Circulation

**VIII. Committee Reports**

- a. Personnel Committee: N/A
- b. Friends of the Library: FOLL POTLUCK
- c. Public Relations Committee: N/A
- d. Budget Committee: N/A
- e. Grants & Fundraising Committee: N/A
- f. Policy Committee: Data Privacy- Policy Review-requested to have City Lawyer look over policy.  
*Stacey moved approval of the Materials Check-Out & Acquisitions Policy.*
- g. Building & Grounds Committee: N/A
- h. SELCO Board: Linda Hennessey, Rep. (Nothing to share at this time.)

**IX. Director's Report**

1. Eliza brought cookies & thank you card -for library employees and board to say THANKS!
2. New Year 2023 ~ Storytime Fridays at 9:30am.
3. FYI: SELCO (3 yr. lease) = running HORIZON Software. Also- New computers coming.
4. Data Breach / MN LINK = Rochester Library Patrons affected - lots of calls-change pin #.

**X. New Business**

- a. 2023 Library Board Officers and committees
- b. Request to change board meeting dates May / September 2023.
  - i. ~~May 17th, 2023~~ —> rescheduled for Wednesday, May 10th, 2023.
  - ii. ~~September 20th, 2023~~ —> rescheduled for Wednesday, September 27th, 2023.
- c. Rhubarb Run – Coming back Summer of 2024. (Nancy Martinson organizing with friends.)

**XI. Old Business**

- a. Increased cost for SELCO Services in 2023. Coverage for underpayment in 2022.
- b. 2023 Budget - APPROVED @ December 2022 City of Lanesboro-Council Mtg.

**XII. Other Business ~**

Next meeting, February 15th, 2023, 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 **January 18, 2023** Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 2-15-2023

# LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING

February 15, 2023

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

## **Agenda:**

**I. Call to order** ~ Alissa Sindelar called the meeting to order.

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

**\*\*Public Comments: N/A**

**II. Approval of the Agenda**

*Ollie moved to approve of the agenda. Sarah seconded. MC*

**III. Approval of the Minutes**

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

**IV. Treasurer's Report**

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

Donation Checking Acct. Balance: **Ending Balance 1/31/23 = \$12,782.826**

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Rose Bell Balance: January 31st, 2023 \$2814.72 / \$0 Deposits / \$0 Payments

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

**V. Financial Report**

a. Budget balance

January 2023 ~ 0% Budget Income / 11% Budget Expenditures

b. Bills

February 2023 Bills = \$2230.85

*Sarah moved approval of the February Bills. Tracey seconded. MC*

**VI. Director's PTO Hours = 56 hours** (Jan.31, Feb.24,27,28, Mar.1,2,3)

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

**VII. Circulation report: January 2023 (1 storytime, 1 event)**

1,613 Total Checkout (142 ebooks/eaudio)

**VIII. Committee Reports**

a. Personnel Committee: N/A

b. Friends of the Library: FOLL POTLUCK was a success! Largest FOLL Donation to Lanesboro Public Library Account in the amount of \$6000.

c. Public Relations Committee: N/A

d. Budget Committee: N/A

e. Grants & Fundraising Committee: LACF —> Re-submit Water Fountain Grant Funding.

f. Policy Committee: Data Privacy- Policy reviewed City Lawyer.

*Ollie moved approval of the Data Privacy- Policy. Sarah seconded. MC.*

g. Building & Grounds Committee: Holiday Lights to be removed by end of month-Feb/Mar.

h. SELCO Board: Linda Hennessey, Rep. -Updated on SELCO.

**IX. Director's Report**

1. New Computers have arrived and been installed.Total of 4 computers + desk x2.
2. Mark your calendars- May 3rd = SELCO Author ~ Abby Jimenex @ 6pm.
3. Update on Library Directors Mtg.
4. Discussion of update on IDC=Instant Digital Card Phone # + Address.

**X. New Business**

- a. Submit Annual Report to State of MN-MN Dept of Ed.
- b. Seed Library- March 7th Event: *'How to Start Seeds Indoors'*
- c. Sending 2022 Rose H. Bell report to family-complied by Tara Johnson, Director.

**XI. Old Business**

- a. SELCO Billing Changes- updated and re: 1 bill/month

**XII. Other Business ~**

Next meeting, April 19th, 2023, 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 **February 15, 2023** Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 3-15-2023

# LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING

March 15th, 2023

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

## Agenda:

**I. Call to order** ~ Alissa Sindelar called the meeting to order.

Alissa Sindelar-Chair, Phil Holtegaard-Vice Chair, Sarah Pieper-Treas.(Absent), Stacey Schultz-Sec, Jon Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Admin., Mindy Albrecht-Benson-City Council Library Rep.

**\*\*Public Comments: N/A**

**II. Approval of the Agenda**

*Ollie moved to approve of the agenda. Stacey seconded. MC*

**III. Approval of the Minutes**

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

**IV. Treasurer's Report**

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

**\*\*Deposit:** Friends of the Lanesboro Library(FOLL)

Annual Donation End of Year 2022 \$6,000.00

**\*\*Disbursements:** Junior Library Guild \$1,423.54

Donation Checking Acct. Balance: **Ending Balance 2/28/23 = \$17,359.28**

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Rose Bell Balance: February 28th, 2023 \$2814.72 / \$0 Deposits / \$0 Payments

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

**V. Financial Report**

a. Budget balance

February 2023 ~ 7% Budget Income / 13% Budget Expenditures

b. Bills

March 2023 Bills = \$1723.47

*Tracey moved approval of the March Bills. Ollie seconded. MC*

**VI. Director's PTO Hours = 32 hours**

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

**VII. Circulation report: February 2023 (1 storytime)**

1,601 Total Checkout (133 ebooks/eaudio)

**VIII. Committee Reports**

a. Personnel Committee: N/A

b. Friends of the Library: Newsletter to be sent out soon! Lobby Book Sale going well.

c. Public Relations Committee: N/A

d. Budget Committee: N/A

e. Grants & Fundraising Committee: LACF —> Re-submit Water Fountain Grant Funding.

f. Policy Committee: Look over tentative policy for 'Seed Library Policy'

g. Building & Grounds Committee: Holiday Lights down and new extension cord & timer.

h. SELCO Board: N/A

**IX. Director's Report**

1. Looking at and reviewing SELCO Policies- Library Directors Discussions/Meetings.
2. Mark your calendars- May 3rd = SELCO Author ~ Abby Jimenex @ 6pm.
3. Working on Strategic Plan.

**X. New Business**

- a. Update Strategic Plan 2023-2028
- b. Cell Phone Stipend: In place with options since 2010, discussion for librarian opportunities.

**XI. Old Business**

- a. Seed Library: Kick off program went smooth. 11 people attended. Thank you Ray & Sandy - Master Gardeners.
- b. SRP 2023: Summer Reading Program-working on ideas for teens & younger ages.

**XII. Other Business ~**

Next meeting, April 19th, 2023, at 5:00 pm VIA In-Person & ZOOM Options.

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

2 of 2 pages for **March 15, 2023** Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 4-19-2023

Lanesboro Public Library Board of Trustee Meeting

April 19, 2023

Location: city council chambers and ZOOM virtual Time: 5:00 pm

Agenda:

I. Call to order-Alissa Sindelar called the meeting to order

Alissa Sindelar-Chair, Phil Holtegaard- Vice Chair, Sarah Pieper-Treas (Absent) Stacey Schultz-Sec (Absent) Ollie Lepper-substitute sec, Jon Buggs, Tracey Lambrecht, Tara Johnson- Library Director, Michele Peterson-City Admin, Mindy Albrecht-Benson-City Council Library Rep., Linda Hennessey-SELCO board rep.

\*\*Public comments: N/A

II. Approval of the Agenda

Tracey moved to approve the agenda. Phil seconded. MC

III. Approval of the minutes

\*note-Jon was on Zoom unofficially so mark him as absent.

Phil moved to approve the minutes. Jon seconded. MC

IV. Treasurer's Report

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

Checking account had no change. Balance is \$17,359.28

Rose Bell beginning balance of \$2,814.72

Deposit-donation from Katharine Redmond for \$100.00

Ending balance of \$2,914.72

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

V. Financial Report

Budget balance

March 2023- 7% Budget income/ 27% Budget Expenditures

Bills

April Bills- \$1,480.48

Ollie moved to approve the April bills. Phil seconded. MC

VI. Director's PTO Hours-None

VII. Circulation Report: March 2023 (1 storytime, 1 program- seed starting)

1,897 total items. 1,727 physical and 170 ebooks/audio

VIII. Committee Reports

- a. Personnel Committee: N/A
- b. Friends of the Library: N/A
- c. Public Relations: N/A
- d. Budget Committee: N/A
- e. Grants and Fundraising: N/A
- f. Policy Committee: submitted Seed Library Policy. Ollie moved to approve. Phil seconded. MC
- g. Building and Grounds: Start weeding and winter cleanup
- h. SELCO board: Linda gave a report on a SELCO board meeting, advocacy committee meeting, and library day at the Minnesota state capitol which was at the end of Feb. The board meeting was an open ended discussion on the merger. The advocacy committee reported a potential increase in funding which could reduce technology fees for the libraries. Library day at the capitol coincided with house and senate hearings for funding libraries. Ashley Dress (SELS) testified to both committees. There are discrepancies between house bill and senate bill which will require further discussion.

IX. Directors Report

Reminder of the Abby Jimenez reading on Wednesday May 3 at 6 pm

Eliza and Tara are working on the transition notebook that details everything needed to know to run the library-clarifying all the work plans, etc. They began this revision during Covid and are revisiting it now.

X. New business

- a. Signatories on Library Board Bank Account- the Rose Bell account went dormant and Sarah was out of town so it could not be accessed. Proposal to add another signatory- the board president- so this does not happen again. Ollie made a motion to approve adding a signatory and Tracey seconded. MC
- b. Purchase checks for board donation account. Board was provided with two options for purchasing more checks- through Merchants Bank, or through Walmart online checking. This was tabled.
- c. Adeline Cowen Book Fund- in 2005, there was a \$1,000 donation in tribute to Adeline Cowen. Recently a family member came to the library and searched the books and could not find any remaining books with the nameplate. Tara agreed to put an Adeline Cowen nameplate in some new books.
- d. Library Logo- Ryan Kling Punt create a new logo for the Lanesboro Public Library, FOLL, and the FOLL book sale. Tracey made a motion to approve the new logo. Jon seconded MC

XI. Old Business

- a. Cell phone stipend for library employees- the budget committee will review the City of Lanesboro Wireless Phone and Smart Phone Policy.



- b. Update Strategic Plan 2023-2028- Tara is working with Krista Ross from SELCO to update the strategic plan. The last plan was created for 2016-2020. It is currently a work in progress and will be reviewed at the next meeting.
- XII. Other business
  - a. Comments and questions- N/A
  - b. Next meeting is one week early, Wednesday May 10, 2023 at 5:00 pm
- XIII. Adjourn

Phil made a motion to adjourn. Tracey seconded. MC

# LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING

## May 10th, 2023

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

### Agenda:

**I. Call to order** ~ Alissa Sindelar called the meeting to order.

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

**\*\*Public Comments: N/A**

**II. Approval of the Agenda**

*Jon moved to approve of the agenda. Stacey seconded. MC*

**III. Approval of the Minutes**

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

**IV. Treasurer's Report**

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

\*\*Deposit: \$0

\*\*Disbursements: \$0

Donation Checking Acct. Balance: **Ending Balance 4/30/23 = \$17,359.28**

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Rose Bell Balance: April 30th, 2023 \$2914.72 / \$0 Deposits / \$0 Payments

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

**V. Financial Report**

a. Budget balance

April 2023 ~ 7% Budget Income / 35% Budget Expenditures

b. Bills

May 2023 Bills = \$1264.54

*Tracey moved approval of the May bills. Ollie seconded. MC*

**VI. Director's PTO Hours = 48 hours (May 5, May 15-19, 2023)**

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

**VII. Circulation report: April 2023 (1 storytime)**

1,794 Total Checkout (1,599 physical items/195 ebooks/eaudio)

**VIII. Committee Reports**

a. Personnel Committee: N/A

b. FOLL: Brainstorming session on FOLL needs/wants Looking for President

c. Public Relations Committee: N/A

d. Budget Committee: *Stacey moved to approve the purchase of checks from Walmart in the amount of \$13.50. Jon seconded. MC*

e. Grants & Fundraising Committee: LACF —> Re-submit Water Fountain Grant Funding.

f. Policy Committee: N/A

g. Building & Grounds Committee: Thank you Phil & Jon - put bike rack out front.

h. SELCO Board: N/A

**IX. Director's Report**

1. Looking at and reviewing SELCO Policies- Library Directors Discussions/Meetings.
2. May 3rd = SELCO Author ~ Abby Jimenex, Event & Book signing was a success.
3. Working on updating the 2023-2028 Strategic Plan.
4. Elementary classrooms (1st grade) visited Lanesboro Library May 30th.
5. 15+ patrons have used seed library so far.
6. Lanesboro Summer Recreation brochure to post Summer Reading Program dates.

**X. New Business**

- a. Board Bank Account investment CD with Merchants Bank. (Review info.)
- b. Purchase checks for board donation account. (See above: Budget Committee)

**XI. Old Business**

- a. Review Update for Strategic Plan 2023-2028 (Each committee review & respond.)
- b. Cell Phone Stipend for Library Employees. In place with options through the City of Lanesboro since 2010, discussion for librarian opportunities. *Sarah moved to approve an Allocated Monthly Cell Phone Stipend for the Lanesboro Public Library Director in the amount of \$50-the current amount approved by the City of Lanesboro-following city policy. (start date: May 2023). Tracey seconded. MC*

**XII. Other Business ~**

Next meeting, June 21st, 2023, at 5:00 pm VIA In-Person & ZOOM Options.

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

2 of 2 pages for **May 10th, 2023** Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 6-19-2023

# LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING

June 21st, 2023

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

## Agenda:

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

Alissa Sindelar-Chair(Absent-Attended on Zoom), Phil Holtegaard-Vice Chair, Sarah Pieper-Treas., Stacey Schultz-Sec (Participated remotely on Zoom from: 88 Riverside Terrace, Cannon Falls, MN 55009), Jon Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Admin., Mindy Albrecht-Benson-City Council Library Rep.

**\*\*Public Comments: N/A**

**II. Approval of the Agenda**

*Tracey moved to approve of the agenda. Jon 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)**

**\*\*Deposit:**

5/8/23 SE MN Initiative Foundation LACF:Lanesboro Area Com. Found. —>Hydration Station \$3000

**\*\*Disbursements:** \$ 0

Donation Checking Acct. Balance: **Ending Balance 5/31/23 = \$20,359.28**

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Rose Bell Balance: May 31st, 2023 \$2914.72 / \$0 Deposits / \$0 Payments

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

**V. Financial Report**

a. Budget balance

May 2023 ~ 14% Budget Income / 42% Budget Expenditures

b. Bills

June 2023 Bills = \$1986.68

*Sarah moved approval of the June bills. Jon seconded. MC*

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

**VII. Circulation report: May 2023 (2 storytimes, 3 events)**

1,789 Total Checkout (1,633 physical items/156 ebooks/eaudio)

**VIII. Committee Reports**

- a. Personnel Committee: Met & Discussed update to Library Director Contract. Proposed 1.0 Salary Position, which 0.8 is already holding full benefits +add 'exempt' to contract. 'The Library Director position should be categorized as an Exempt position that is a 1.0 FTE. (One vacation day is an 8-hour PTO request.) (This Will be new business at the July 2023 Lanesboro Library Board Mtg.)
- b. FOLL: Anna Loney, FOLL Representative, shared about the upcoming Board Workshop. -London Losey sharing her time/talent to donate time for FOLL strategic planning.
- c. Public Relations Committee: N/A

- d. Budget Committee: Met & working on plans for meeting & scheduling '24 Budget Goals.
- e. Grants & Fundraising Committee: N/A
- f. Policy Committee: N/A
- g. Building & Grounds Committee: N/A
- h. SELCO Board: N/A

**IX. Director's Report**

1. SUCCESS! Lanesboro Library Report to the State of MN has been accepted/received.
2. Working on updating the 2023-2028 Strategic Plan.
3. Generous donation to the seed library by: Prairie Moon (Native Grasses, Flowers)
4. All 4 computers have been FULL at various times this summer.
5. Door Count is UP as well.

**X. New Business**

- a. Summer Reading 2023
  - i. 2 story times + 3 summer reading events. All attended by 30+ @ each event
- b. 2024 Library Budget
  - i. Budget Com.: Met & working on plans for meeting & scheduling 2024 goals.

**XI. Old Business**

- a. Update for Strategic Plan 2023-2028
  - i. *Ollie moved to approve the 2023-2028 Strategic Plan. Tracey seconded. MC*

**XII. Other Business ~**

Next meeting, July 19th, 2023, 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 **June 21st, 2023** Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 6-26-2023

**LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING**  
**July 19th, 2023**

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

**Agenda:**

**I. Call to order** ~ Alissa Sindelar called the meeting to order.

Alissa Sindelar-Chair, Phil Holtegaard-Vice Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Jon Buggs(Absent-Attended on Zoom), Ollie Lepper (Absent), Tracey Lambrecht, Tara Johnson-Library Director,

Michele Peterson-City Admin., Mindy Albrecht-Benson-City Council Library Rep.(Absent-Mitchell Walbridge-City Council Member Attended)

**\*\*Public Comments: N/A**

**II. Approval of the Agenda**

*Tracey moved to approve of the agenda. Stacey seconded. MC*

**III. Approval of the Minutes**

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

**IV. Treasurer's Report**

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

\*\*Deposit: +\$ 0

\*\*Disbursements: -\$1,266

Donation Checking Acct. Balance: **Ending Balance 6/30/23 = \$19,093.28**

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Rose Bell Balance: June 30, 2023 \$2914.72 / \$0 Deposits / \$0 Payments

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

**V. Financial Report**

a. Budget balance

June 2023 ~ 57% Budget Income / 51% Budget Expenditures

b. Bills

July 2023 Bills = \$1135.62

*Tracey moved approval of the July bills. Stacey seconded. MC*

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

**VII. Circulation report: June 2023 (4 storytimes, 4 events)**

1,748 Total Checkout (1,597 physical items/151 ebooks/eaudio)

**VIII. Committee Reports**

- a. Personnel Committee: Schedule Tara Johnson, Library Director, evaluation.
- b. FOLL: Successful FOLL strategic planning. Moving to montly mtgs/45-50 min max.
- c. Public Relations Committee: N/A
- d. Budget Committee: Looking at 'stable' numbers in the budget. Budget shows salaries as biggest increase.
- e. Grants & Fundraising Committee: Goal is to pass out kids books @ Buffalo Bill Days.
- f. Policy Committee: N/A
- g. Building & Grounds Committee: N/A
- h. SELCO Board: N/A

## IX. Director's Report

1. Welcome to new SELCO Librarian @ Preston, MN- Tara Johnson (Lanesboro) & Monica (Chatfield) were asked to be her mentors.
2. Working on updating the 2023-2028 Strategic Plan.
3. Tara received a scholarship through SELCO to attend: ARSL in September 2023.

### 2023 ARSL Conference

**When:** September 20-23, 2023

**Where:** Wichita, Kansas

#ARSL2023 is *the* conference for rural and small libraries. Our conference planners and presenters understand the constraints of shoestring budgets, small spaces, and limited staffing within small and rural libraries, as well as the unique opportunities for innovation and collaboration. Our conference is packed full of information you can take right back to your library—no scaling down required.

Unite & Ignite! Our conference provides an opportunity to unite as a professional community and foster a sense of togetherness across a nation of small but mighty libraries. When we come together to share and learn we'll light fires of innovation and change that can burn bright all year long.



## X. New Business

### a. Update Library Director Employment Agreement

'The Lanesboro Public Library Director position should be categorized as an Exempt position that is a 1.0 FTE.'  
*Stacey moved to approve the Lanesboro Library Director position, Exempt, 1.0 FTE. Tracey seconded. MC*

### b. Library Website Renovation

Check out the updated/renovated Lanesboro Library website and click the links.

c. Replacements for library chairs- conversation about researching what other libraries have for seating areas, check out estimated prices, wear/tear, committee work.

## XI. Old Business

### a. Summer Reading 2023

i. 4 story times + 2 summer reading events—> (Attendance: #72 & #56 total)

### b. Implementation Plan for Strategic Plan 2023-2028

## XII. Other Business ~

Next meeting, August 16, 2023, at 5:00 pm VIA In-Person & ZOOM Options.

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

2 of 2 pages for **July 19th, 2023** Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 8-16-2023

# LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING

August 16th, 2023

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

## **Agenda:**

**I. Call to order** ~ Alissa Sindelar called the meeting to order.

Alissa Sindelar-Chair, Phil Holtegaard-Vice Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Jon Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Michele Peterson-City Admin., Darla Taylor-City Clerk, Mindy Albrecht-Benson-City Council Library Rep., Mitchell Walbridge-City Council Member.

**\*\*Public Comments: N/A**

**II. Approval of the Agenda**

*Phil moved to approve of the agenda. Ollie seconded. MC*

**III. Approval of the Minutes**

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

**IV. Treasurer's Report**

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

**\*\*Deposit:** +\$ 0

**\*\*Disbursements:** - \$ 0

Donation Checking Acct. Balance: **Ending Balance 7/31/23 = \$19,093.28**

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Rose Bell Balance: July 31, 2023 \$3044.72 / \$130 Deposits / \$0 Payments

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

**V. Financial Report**

a. Budget balance

July 2023 ~ 63% Budget Income / 58% Budget Expenditures

b. Bills

August 2023 Bills = \$1493.84

*Tracey moved approval of the July bills. Sarah seconded. MC*

**VI. Director's PTO Hours = 40 Hours**

*Stacey moved approval of the PTO Hrs. Phil seconded. MC*

**VII. Circulation report: July 2023 (3 storytimes, 3 events)**

Total Checkout=1655 (1,510 physical items/145 ebooks/eaudio)

**VIII. Committee Reports**

- a. Personnel Committee: Schedule Tara Johnson, Library Director, evaluation.
- b. FOLL: Successful FOLL strategic planning. Moving to montly mtgs/45-50 min max.
- c. Public Relations Committee: N/A
- d. Budget Committee: Looking at 'stable' numbers in the budget. Budget shows salaries as biggest increase.
- e. Grants & Fundraising Committee: Goal is to pass out kids books @ Buffalo Bill Days.
- f. Policy Committee: N/A
- g. Building & Grounds Committee: N/A
- h. SELCO Board: N/A



## IX. Director's Report

1. Welcome to new SELCO Librarian @ Preston, MN- Tara Johnson (Lanesboro) & Monica (Chatfield) were asked to be her mentors.
2. Working on updating the 2023-2028 Strategic Plan.
3. Tara received a scholarship through SELCO to attend: ARSL in September 2023.

### 2023 ARSL Conference

**When:** September 20-23, 2023

**Where:** Wichita, Kansas

#ARSL2023 is *the* conference for rural and small libraries. Our conference planners and presenters understand the constraints of shoestring budgets, small spaces, and limited staffing within small and rural libraries, as well as the unique opportunities for innovation and collaboration. Our conference is packed full of information you can take right back to your library—no scaling down required.

Unite & Ignite! Our conference provides an opportunity to unite as a professional community and foster a sense of togetherness across a nation of small but mighty libraries. When we come together to share and learn we'll light fires of innovation and change that can burn bright all year long.



## X. New Business

- a. Update Library Director Employment Agreement

'The Lanesboro Public Library Director position should be categorized as an Exempt position that is a 1.0 FTE.'  
*Stacey moved to approve the Lanesboro Library Director position, Exempt, 1.0 FTE. Tracey seconded. MC*

- b. Library Website Renovation

Check out the updated/renovated Lanesboro Library website and click the links.

- c. Replacements for library chairs- conversation about researching what other libraries have for seating areas, check out estimated prices, wear/tear, committee work.

## XI. Old Business

- a. Summer Reading 2023
  - i. 4 story times + 2 summer reading events—> (Attendance: #72 & #56 total)
- b. Implementation Plan for Strategic Plan 2023-2028

## XII. Other Business ~

Next meeting, September 27, 2023, at 5:00 pm VIA In-Person & ZOOM Options.

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

2 of 2 pages for **August 16th, 2023** Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 8-16-2023

# LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING

September 27th, 2023

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

## Agenda:

**I. Call to order** ~ Alissa Sindelar called the meeting to order.

Alissa Sindelar-Chair, Phil Holtegaard-Vice Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Jon Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Darla Taylor-City Clerk, Mindy Albrecht-Benson-City Council Library Rep., Mitchell Walbridge-Incoming-City Administrator, Linda Hennessey, SELCO Board Rep.

**\*\*Public Comments: N/A**

**II. Approval of the Agenda**

*Tracey moved to approve of the agenda. Jon seconded. MC*

**III. Approval of the Minutes**

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

**IV. Treasurer's Report**

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

\*\*Deposit: +\$ 0

\*\*Disbursements:

8/30/23 Payment to Sarah Pieper for Bank Checks for Library Donation Account \$ 13.50

8/31/23 Lanesboro Chamber ~ Annual Dues \$100.00

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- \$ 113.50

Donation Checking Acct. Balance:

**Ending Balance 8/31/23 = \$18,979.78**

-----  
Rose Bell Balance: August 31, 2023

\$3,119.72 / \$ 75 Deposits / \$0 Payments

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

**V. Financial Report**

a. Budget balance

August 2023 ~ 64% Budget Income / 69% Budget Expenditures

b. Bills

September 2023 Bills = \$1452.37

*Tracey moved approval of the September bills. Sarah seconded. MC*

**VI. Director's PTO Hours = 40 Hours\***(September 13,14,15,18,19\*at the ARSL Conference)

*Jon moved approval of the PTO Hrs. Ollie seconded. MC*

**VII. Circulation report: August 2023** (1 author visit, 1 storytimes, 6 new library cards)

Total Checkout=1832 (1,703 physical items/129 ebooks/eaudio)

**VIII. Committee Reports**

a. Personnel Committee: Tara Johnson, Library Director, evaluation.

b. FOLL: Researching possible 'streaming' options for the library / library patrons.

c. Public Relations Committee: N/A

- d. Budget Committee: Welcome to Mitchell Walbridge-new City Administrator. City Council Budget Mtg. Oct. 2nd –dates will be set and departments will be invited to future wkshp.
- e. Grants & Fundraising Committee: LACF: A 6 month grant extension needs to be sent to LACF with the goal of completing the Water Fountain Project within the next 6 mos.
- f. Policy Committee: Volunteer Policy
- g. Building & Grounds Committee: CHAIRS
  - 1. *Stacey made a motion to approve the spending of \$1000 per chair - with the goal of purchasing 2 chairs. The max total to spend is \$2000 for 2 chairs for the main lobby of the library-to replace the 2 current chairs. Sarah seconded. MC*
- h. SELCO Board: Linda recently attended 2 Mtgs: SELCO & SELS / July 2023 Annual Mtg.

**IX. Director's Report**

- 1. Tara reported on her recent ARSL Conference experiences: kickoff with speakers, sessions about AI: Artificial Intelligence, Chat GPT and more. A successful trip!

**X. New Business**

- a. SELCO Foundation
- b. Volunteer Storytime readers needed (Fridays @ 9:30am ~ 1-2x month)

**XI. Old Business**

- a. Library Directors Job Review

**XII. Other Business ~**

Next meeting, October 18th, 2023, 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 **September 27th, 2023** Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 10-1-2023

# LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING

October 18th, 2023

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

## Agenda:

**I. Call to order** ~ Alissa Sindelar called the meeting to order.

Alissa Sindelar-Chair, Phil Holtegaard-Vice Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Jon Buggs, Ollie Lepper (Absent), Tracey Lambrecht, Tara Johnson-Library Director, Darla Taylor-City Clerk, Mitchell Walbridge-City Administrator, Linda Hennessey, SELCO Board Rep.

**\*\*Public Comments: N/A**

**II. Approval of the Agenda**

*Phil moved to approve of the agenda. Tracey seconded. MC*

**III. Approval of the Minutes**

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

**IV. Treasurer's Report**

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

\*\*Deposit: +\$ 0

\*\*Disbursements: - \$ 0

Donation Checking Acct. Balance:

**Ending Balance 9/30/23 = \$18,979.78**

Rose Bell Balance: September 30, 2023

\$3,119.72 / \$ 0 Deposits / \$0 Payments

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

**V. Financial Report**

a. Budget balance

September 2023 ~ 64% Budget Income / 76% Budget Expenditures

b. Bills

October 2023 Bills = \$ 884.02

*Tracey moved approval of the September bills. Sarah seconded. MC*

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

**VII. Circulation report: September 2023** (1 author visit, 1 storytimes, 12 new library cards)

Total Checkout=1,656 (1,542 physical items/114 ebooks/eaudio)

**VIII. Committee Reports**

a. Personnel Committee: N/A

b. FOLL: Researching possible 'streaming' options for the library / library patrons.

c. Public Relations Committee: N/A

d. Budget Committee: Invited to attend the City Council Mtg. @ 6pm on November 6th, 2023.

e. Grants & Fundraising Committee: Discuss to meet a timeline to complete Water Fountain Project by April 2024.

f. Policy Committee: *Volunteer Policy 2nd Reading. Motion by Sarah. Stacey seconded. MC*

g. Building & Grounds Committee: CHAIRS

1. *Jon made a motion to approve the spending of \$1000 per chair - with the goal of purchasing 2 chairs. The max total to spend is \$2000 for 2 chairs for*

*the main lobby of the library-to replace the 2 current chairs. The purchase will be made through Drury Furniture, Fountain, MN. Sarah seconded. MC*

h. SELCO Board: N/A

**IX. Director's Report**

1. Paint Night = Success
2. Exploring Horizon Due Dates with all directors/libraries. Checkouts currently stretch from 1 wk. - 3 wks. Goal is to streamline due dates across libraries in the SELCO Region.
3. Possible upcoming Jury Duty for Tara Johnson, Director.

**X. New Business**

- a. SELCO Grants
  - \*\$500 Grant = Rochester Public Library: Update to make library accessible, Update to signage-more shelf labels more 'eye catching'
  - \*\$500 Grant = Libraries Grow Communities: develop a 'cooking series' for patrons
- b. Library Staff Evaluations
  - \*Eliza's Job Eval. almost complete.

**XI. Old Business**

- a. Library Chair Replacements. (See Building Committee Notes above.)
- b. 2024 Budget. We will await to hear from the City Council re: Safe Committee Info.

**XII. Other Business ~**

Next meeting, November 15th, 2023, at 5:00 pm VIA In-Person & ZOOM Options.

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

2 of 2 pages for **October 18th, 2023** Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 11-6-2023

**LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING**

**Special Meeting Agenda**

**November 1, 2023**

Location: City Council Chamber

Time: 5:00 p.m.

Call Special Meeting to Order:

Alissa Sindelar called the meeting to order.

*Jon moved to approve of the agenda. Sarah seconded. MC*

Alissa Sindelar-Chair, Phil Holtegaard-Vice Chair, Sarah Pieper-Treas., Stacey Schultz-Sec.(Absent), Jon Buggs, Ollie Lepper Tracey Lambrecht, Tara Johnson-Library Director, Darla Taylor-City Clerk, Mitchell Walbridge-City Administrator, Mindy Albrecht-Benson-City Council Library Rep, Jason Resseman, Shirley Mulder, Michele Peterson, Gary Lea

Public Comments: N/A

Agenda:

- A. Addressing a personnel policy: The meeting may be closed pursuant to Minnesota Statute 13D.05 subdivision (2)(b) to evaluate the employee, who is subject to the Lanesboro Library Board of Trustee's authority. However, a meeting must be open at the request of the individual who is the subject of the meeting.

*Sarah moved to extend Shirley's leave of absence until November 15 and to set up a meeting with the personnel committee, Shirley and Tara to have Shirley's review as completed by Tara prior to this meeting. Alissa seconded. MC*

Next meeting, **November 15, 2023 at 5:00 pm**

Adjourn Special Meeting

*Phil / Tracey moved to adjourn the Special Library Board Meeting. MC*

## LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

November 15<sup>th</sup>, 2023

Location: ZOOM Virtual Mtg & City Council Chambers

Time 5:00pm

### Adgenda:

I. Call to order – Phil Holtegaard called the meeting to order.

Phil, Sarah, Tracey, Jon, Ollie, Tara attended; Stacey & Alissa absent. Mitchell and Linda Hennessey there also.

\*\* Public Comments N/A

II. Approval of Agenda

Jon moved to approve the agenda, Tracey seconded. MC

III. Approval of the Minutes

Jon moved to approve the minutes, Sarah seconded. MC

IV. Treasurer's Report

(Donation Acct: Willow Gentile \$108 for Pet Portrait painting class

Dury's Furniture \$1,898.00 for two new chairs for the main room

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

V. Financial Report

See report: Expenses at 80% and Income at 64%

Ollie moved to approve the Financial Report, Tracey seconded. MC

VI. Director's PTO = 0

VII. Circulation Report

1499 physical items and 131 audio and ebooks

VIII. Director's Report

Applied for and received a \$500 Grant from SELCO for books and supplies.

Had taken a break from Story Time for awhile. Will continue again this Friday. The library was able to find additional readers.

IX. New Business

a. Library Closed dates for 2024.

One addition from 2023, October 14<sup>th</sup>, Indigenous People's Day (as added at last City Council Meeting to the city's paid holidays) and a question if there would be a Rhubarb Festival – if so, the library would close that day (Saturday).

Jon moved to approve the Library Closed dates for 2024, Sarah seconded. MC

b. Board Terms and committees. Jon, Tracey, and Ollie chose to fill another term. No changes requested to committees.

c. Library staff job review: Meeting remained open.

Two versions of an Action Plan were presented to the Board. One created by the Personnel Committee and a revised version by City Administrator Walbridge. Discussion was held about

the differences in the two plans. Sarah felt Mitchell's version was more of an action plan for Tara and the library to implement and not an action plan to improve Shirley's performance. It was determined to add in some of the background information in Mitchell's plan and state that Step 4 in the Personnel Action Plan should be edited to say the step procedure should be implemented during the Action Plan implementation only, because this was not outlined in a Library policy, to date. The board felt that the changes to the Action Plan were not clear enough to vote on it at this time. Sarah did not want to hold off on reinstating Shirley with the implementation of an Action Plan until after the December Library Board meeting.  
(STACEY, YOU CAN CHANGE OR DELETE WHATEVER IS NOT APPROPRIATE FOR MINUTES)

Sarah motioned to have a special meeting to review an updated Action Plan for Shirley Mulder, Ollie seconded. MC (No date chosen at this meeting).

X. Old Business

a. 2024 Budget

Tabled for next meeting after the November 21<sup>st</sup> City Council meeting to discuss Library budget.

XI. Other Business

a. No comments or questions.

b.

XII. Adjourn

Tracey motioned to adjourn, Ollie seconded. MC



# LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

## Special Meeting Agenda November 21, 2023

Location: City Council Chamber

Time: 7:00 p.m.

Alissa Sindelar Called the Special Meeting to Order at 7:00pm.

Board Members: Alissa Sindelar-Chair, Phil Holtegaard-Vice Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Jon Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director.

City of Lanesboro: Darla Taylor-City Clerk, Mitchell Walbridge-City Administrator.

Public Comments: *None*

Agenda:

- A. Action plan for library employee, Shirley Mulder.  
*Tracey moved approval of the Action Plan. Ollie seconded. MC*
- B. Payroll Issue for library employee, Shirley Mulder.  
*Ollie moved approval of the Payroll Issue. Jon seconded. MC*

Next meeting, **December 20, 2023 at 5:00 pm**

Adjourn Special Meeting

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

1 of 1 pages\* for the **November 21st, 2023**, Lanesboro Library Board 'Special Meeting' Minutes.

**Additional Items to Reference:**

- \* Secretary Notes
- \* Six page PDF Document Outlining the Professional Development Plan for Shirley Mulder.
- \* Resignation Letter from Shirley Mulder.
- \* City of Lanesboro: City Council Minutes regarding resignation of city employee Shirley Mulder.

Respectfully Submitted by: Stacey Schultz 12-18-2023

# LANESBORO PUBLIC LIBRARY \* BOARD OF TRUSTEE MEETING

December 20th, 2023

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

## Agenda:

**I. Call to order** ~ Alissa Sindelar called the meeting to order.

Alissa Sindelar-Chair, Phil Holtegaard-Vice Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Jon Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Darla Taylor-City Clerk, Mitchell Walbridge-City Administrator, Linda Hennessey, SELCO Board Rep., Mindy Benson, City Council Rep.

**\*\*Public Comments: N/A**

**II. Approval of the Agenda**

*Sarah moved to approve of the agenda. Jon seconded. MC*

**III. Approval of the Minutes**

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

**IV. Treasurer's Report**

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

\*\*Deposit: +\$ 0

\*\*Disbursements: -\$ 0

Donation Checking Acct. Balance:

**Ending Balance 11/30/23 = \$16,973.78**

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Rose Bell Balance: November 30, 2023

\$3,119.72 / \$ 0 Deposits / \$0 Payments

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

**V. Financial Report**

a. Budget balance

November 2023 ~ 64% Budget Income / 92% Budget Expenditures

b. Bills

December 2023 Bills = \$1373.98

*Phil moved approval of the December bills. Tracey seconded. MC*

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

**VII. Circulation report: November 2023** (1 storytime, 3 new library cards)

Total Checkout=1,616 (1,466 physical items/150 ebooks/eaudio)

**VIII. Committee Reports**

a. Personnel Committee: N/A

b. FOLL: Membership/Fundraising letter sent out in Lanesboro Utility Bills mailing.

c. Public Relations Committee: N/A

d. Budget Committee: 2024 Library Budget Approved @ December City Council Mtg.

e. Grants & Fundraising Committee: N/A

f. Policy Committee: N/A

g. Building & Grounds Committee: N/A

h. SELCO Board: Lindy H. updated the board on all of the latest at Selco.

**IX. Director's Report**

1. Innovative = Ill = the new library system.
2. New Library App = 'Communico' ready in January.
3. Preschool Storytime with Lynn Susag, volunteer.

**X. New Business**

- a. Staff Job Review- Eliza's Job Review is complete.
- b. Date Change for June 19 Library Board Mtg.-rescheduled for June 12th.  
*Sarah moved approval of the June 19th Library Closure. Jon seconded. MC*
- c. Library Board Officers 2024
- d. Library Board Applications: Tom Brudvig & Sjeila Goetzke, applications received.  
*Stacey moved approval of Tom & Sjeila to the Lanesboro Library Board. Jon seconded. MC*

**XI. Old Business**

- a. 2024 Budget.

**XII. Other Business ~**

Next meeting, January 17th, 2024, 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 **December 20th, 2023**– Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 1-14-2024