

LANESBORO PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Minutes – January 8, 2025

Location: Lanesboro Community Center and Zoom
Time: 5:00pm

Present: Jon Buggs (Chair), Sjeila Goetzke (Board Member), Tamara DeGarmo (Board Member), Mindy Albrecht-Benson (Board Member), Tara Johnson (Library Director), Mitchell Walbridge (City Administrator/Clerk), Darla Taylor (Deputy Clerk), Linda Hennessy, David Hennessy, Bonita Underbakke, Alicia Pearson, Peter Torkelson, Vicky Torkelson, Susan Roland, Shirley Mulder, Sheila Walbridge, Kathryn Redmond, Delia Bell, John Nichol

Absent: Stacey Schultz (Secretary)

- I. **Oath of Office:** Tara administered the Oath of Office for new board member Tamara DeGarmo
Call to Order: Jon called the meeting to order
Public Comments
Anna Loney addressed the board regarding city council meeting minutes, the Rose H. Bell fund, the library trustee handbook and the city's work with an organization that represents SE MN Municipalities.
David Hennessy read a letter from Katharine (Bell) Redmond
Mitchell Walbridge read a memorandum that had been sent to city council members regarding the Rose H. Bell fund.
Katharine Redmond addressed the board regarding the Rose H. Bell fund
- II. **Approval of the Agenda:** Jon motioned to add the Rose H. Bell fund to the agenda under New Business. Mindy seconded the motion; Motion Carried
Motion by Mindy to approve the agenda as amended . Seconded by Tamara. Motion carried.
- III. **Approval of the Minutes:** Motion by Mindy, seconded by Sjeila to approve the meeting minutes. Motion carried.
- IV. **Treasurer's Report:** Treasurers Report was presented by Tara. Motion by Mindy to approve, seconded by Jon. Motion carried.
- V. **Financial Report:** Budget balance and bills were presented by Tara. She noted one addition to the bills for Merchants Bank in the amount of \$556.25 bringing the total to \$991.37. Motion by Mindy to approve, seconded by Tamara. Motion Carried.
- VI. **Directors PTO Hours:** no PTO hours planned for the director
- VII. **Circulation Report:** Circulation Report was shared by Tara
- VIII. **Committee Reports**
 - a. Personnel – nothing to report
 - b. Friends of the Library Liaison – Anna Loney shared that there is a friends meeting next week and that the Potluck will be Friday Jan 24th at the Sons of Norway Hall

- c. Public Relations – nothing to report
- d. Budget – nothing to report
- e. Grants/Fundraising – nothing to report
- f. Policy – nothing to report
- g. Building & Grounds Committee – lights will be taken down next week
- h. SELCO Board – nothing to report

VIII. Director's Report: Tara shared her report. She noted there are some required trainings that she and staff will be attending related to the new system.

IX. New Business:

- a. New Library Board Member Orientation – Director Johnson shared a copy of the MN Library Trustee Handbook with Tamara and offered that she and/or a SELCO consultant could give an orientation. She also mentioned that she had reached out to mediator Aimee Gorley from the League of MN Cities who is willing to do an orientation of roles and responsibilities if City Council and City Administration are in agreement.
- b. Library Board Officers – Jon mentioned that with a board of 5 members we need to appoint a Chairperson and a Secretary. Mindy made a motion to table until all board members are present, seconded by Tamara. Motion carried.
- c. Junior Library Guild subscription was up for renewal. Jon motioned to renew the subscription with money from the donation account. Mindy seconded the motion. Motion carried.
- d. Rose H. Bell fund – Request was made to have Administrator Walbridge forward the memorandum he read during Public Comments to Katharine Redmond so she could share it with the rest of her family. He agreed to share it with her.

X. Old Business

- a. Library Survey – the survey is live. So far 8 people have filled out the survey. The survey is available on the library website and Facebook page. Will be live through the potluck.

XI. Other Business

- a. Comments and Questions – none
- b. Next meeting February 12, 2025 at 5:00pm

XIII. Adjourn: Mindy made a motion to adjourn. Tamara seconded. Motion carried.