

LANESBORO PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Minutes – April 9, 2025

Location: Lanesboro Community Center and Zoom

Time: 5:00pm

Present:

Board Members: Sjeila Goetzke, Tamara DeGarmo, Anna Lane, Mary Junko-Isle, Mindy Albrecht-Benson

Staff: Tara Johnson, Mitchell Walbridge, Darla Taylor

Community: Alicia Pearson, Anna Loney, Delia Bell, Sarah Pieper, Linda Hennessey, Bonita Underbakke, Shirley Mulder, Dale Forester, Pat Gemlo

- I. **Call to Order:** Sjeila Goetzke called the meeting to order.
Swearing in of Mary Junko-Isle
Public Comments:
Anna Loney mentioned her visit to a local library and reminded us that it is National Library week!
- II. **Approval of Agenda:** Mindy motioned to approve the agenda with the addition of review of policies, seconded by Anna. Motion carried.
- III. **Approval of the Minutes:** Mindy motioned to approve the minutes from March 12, 2025, seconded by Anna. Motion carried.
- IV. **Financial Report** presented by Tara, covering the library donations, Rose Bell funds, budget, and monthly expenditures.
 - a. There were more books ordered during this time period due to cataloging being on hold with the software conversion. Tara mentioned that she may not be able to pull the reports for the May meeting, it will be dependent on how the software conversion goes.
 - b. Brief discussion on the recent removal of federal funding and its impact on the library. Things that are being watched is a possible e-rate for internet service. This is currently paid for by SELCO, it is \$300/mo, with service from Media Comm. Minnatext funding is being watched to see if it is affected by the federal funding changes.
Tara will be watching these changes and updating if things are to have an impact to the library. Mindy motioned to approve the financial report, seconded by Tamara. Motion carried.
- V. **Director's PTO Hours:** none submitted.
- VI. **Circulation Report** was presented by Tara.
- VII. **Standing And Special Committee Reports:**
 - a. City Council Liaison – Mindy informed that the city council approved the donation of funds at the April 7, 2025 meeting.
 - b. Friends of Lanesboro Library (FoLL) Liaison – Anna Loney gave updates from April 8, 2025 meeting.
 - i. They are working on a trial run of a puzzle competition which is set for Saturday, May 10th at 10:30 am. There will be 5 teams allowed to sign up, up to 4 people on a team.
 - ii. Preparing to sell soft serve ice cream at Rubarbfest and Art in the Park.
 - iii. Talking about how to reinvigorate Wednesday walk abouts. Looking for interesting or fun activities.

VIII. **Director's Reports from Tara**

- a. There is a lot of training going on for the upcoming software conversion. The end of Horizon after 30 years of usage, go live date of May 1st.
- b. MNLink hold starts tomorrow (April 10th), and it is estimated that it will be back available for use May 1st depending on whether delivery has started back up after the software conversion.
- c. Cataloging ends on April 14th
- d. There is a lot of behind the scenes work being done in preparation for the software conversion.
- e. April 28th – April 30th the catalog will be unavailable for the migration over to the new software.

IX. **New Business:**

- a. New Library Board Member Orientation. Asked Tara to connect with SELCO rep. about new member training, and it was suggested to include it in a regular board meeting as there are 3 new members and it could be good for everyone to hear.
- b. Review of Library Board bylaws. Mindy motioned to approve the revised library bylaws, seconded by Anna. Motion carried.
- c. Review of MN SELCO Membership Agreement 2025. Anna motioned to approve the agreement, seconded by Mindy. Motion carried.
- d. We need to vote on a vice chairperson next month.
- e. Review of Library Strategic Plan to Review. Sjeila motioned to have Tara reach out to SELCO for assistance with a potential rewrite of the Strategic plan for 2026, seconded by Mindy. Motion carried.
- f. End of Horizon software April 28th – April 30th. Tamara moved to approve the closing of the library on Tuesday April 29th for training for all staff and volunteers, seconded by Anna. Motion carried.

X. **Old Business:**

- a. Library Survey Results

Most common things referred to in the survey for improvement or wants were a drinking fountain, a meeting room, teen space, and exploring the book club options. Mindy asked Tara for 3-5 things to accomplish from the survey that we can decide on in the next board meeting.

XI. **Other Business:**

- a. Comments or Questions
 - i. Mindy asked Tara for an updated policy review schedule for next month, with indicators of what is informational versus actionable.
 - ii. Sjeila asked for the current job descriptions to review in preparation for upcoming Director job review.
- b. Next regular Library Board meeting is **Wednesday May 14th, 2025, at 5pm.**

XII. **Adjourn:** with no objections at 6:06pm

Tamara DeGurmo