

LANESBORO PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Minutes – June 11, 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 (via zoom)

Community: Linda Hennessey, Bonita Underbakke, Anna Loney, Stacey Schultz, Delia Bell, Joe Cullen, Jennifer Hungerholt, Krista Ross, Carol Jackson, Peter Torkelson, Alicia Pearson, John Nichol, Cindy Eversole, Tommy Brennan, Sheila Walbridge, Pat Gemlo, Dale Forster, Betsy Holbrook and Don Bell.

- I. **Call to Order:** Sjeila Goetzke called the meeting to order.

**Public Comments:**

Bonita Underbakke – talked about compliance with state statutes regarding a governing board.

Anna Loney – Gave feedback of the board not understanding about the public opinions.

Peter Torkleson – talked about maintaining order at public meetings by the presiding officer, personnel policy article 2 – honesty, and consequences.

Stacey Schultz – talked about the mission of the library, referenced other libraries in the news, that the Preston library is a 7-person library board, thanks to Tara for her years of work, and pointed out the governing body based on the signed document that was submitted to the state of MN.

- II. **Approval of Agenda:** Mindy motioned to amend the agenda with the addition of the drinking fountain to new business, seconded by Anna. Motion carried. Mindy motioned to approve the amended agenda, seconded by Anna. Motion carried.

- III. **Approval of the Minutes:** Mindy motioned to approve the minutes from May 14, 2025, seconded by Anna. Motion carried.

- IV. **Financial Report** presented by Tara, covering the library donations, Rose Bell funds, budget, and monthly expenditures.

a. Budget balance

b. Approval of bills

1<sup>st</sup> half of property tax revenues are due to the city on June 25, 2025.

Mindy motioned to approve the financial report, seconded by Anna. Motion carried.

- V. **Director's PTO Hours:** 40 (June 23-27)

Anna motioned to approve PTO hours, seconded by Mindy. Motion carried.

- VI. **Circulation Report** presented by Tara.

- VII. **Standing And Special Committee Reports:**

a. City Council Liaison – Mindy mentioned that there is a talking trail, consisting of 30 places around town that will have a ribbon cutting in early July.

b. Friends of Lanesboro Library (FoLL) Liaison – Anna Loney gave updates from June 10, 2025, meeting.

i. The kids are choosing their favorite charities for donation, which is sponsored by the FoLL group.

ii. They have an upcoming poetry reading by a local author

iii. Rhubarbfest, Art in the Park, and Pride in the Park, and One Stage At A time they will be serving ice cream.

- c. SELCO Board Liaison – Stacey Schultz is yielding her time to the SELCO rep that was present.

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

- a. Circulation Report
- b. Summary of the SELCO Foundation Board of Directors meeting

IX. **New Business:**

- a. Library Board Member Orientation with SELCO Executive Director, Krista Ross
  - i. Orientation – Krista handed out a Library Board 101 packet and talked through who SELCO is, what area they cover, and services and support they offer.
  - ii. Strategic Planning – Krista talked about guidance that they offer to board working on this. She mentioned the importance of community involvement and offered suggestions as to how that can occur. She also mentioned that we should be looking at our 3-year strategic plan every year to keep it as a living document, which allows the board to adapt to changing needs. They offer a variety of support in working through a strategic plan with varying levels of involvement from them. No matter which level we select there is no fee charged. Krista mentioned that if we are looking to engage them for help, we will be looking out to late fall with what is already on their schedule. Examples of strategic planning she offered were, Chatfield, Brownsdale, Faribault, and Northfield.
- b. SELCO Foundation Investment – Anna motioned to move the money over to the SMIF Investments, seconded by Tamara. Motion carried.
- c. Merchants Bank CD –Mindy motion for renewing for 6 months, seconded by Mary. Motion carried.
- d. Library committee discussion – no committees at this time, came from the discussion, but can be revisited in the future as needed.
- e. Summer Reading Program – Sjeila asked Tara to bring goals for the summer reading program to the next meeting. Tara explained that there is an assessment that is sent to SELCO after each activity and at the end of each summer session.
- f. Review of the Technology Plan

(5-minute recess)

- g. Follow-up to the personnel meeting, nothing can be shared publicly due to privacy concerns. Sjeila was asked to be a third-party witness to discussion.
- h. Review location of the drinking fountain proposed by Park Board. The only concern was about the doors being locked, limiting access. Anna motioned to approve the location for the drinking fountain, seconded by Mary. Motion carried.

X. **Old Business:**

- a. Library Materials Check-out and Acquisitions Policy Review. Mindy motioned to approve the policy with amended changes, seconded by Mary. Motion carried.
- b. Conduct in the Library Policy Review – Asked Tara to bring in the procedure that goes with this for review. Mindy motioned to table until next month, seconded by Sjeila. Motion carried.
- c. Library Staff Job Description Reviews –
  - i. Anna motioned to remove the examples of performance criteria and add the evaluation based on job description, seconded by Mindy. Motion carried.
  - ii. Tamara motioned to table approval of the Library Director's Job Description until next month, seconded by Mindy. Motion carried.
  - iii. Mindy motioned to approve the Assistant Library Director Job description, seconded by Mary. Motion carried.

(2-minute recess)

- d. Library Survey Results – Tara will resend the survey results to the new members via email so they can review the full results.
  - i. Communication preference is email.
  - ii. More money to Libby – but this is expensive, current basic prices is \$300 per year.
  - iii. Recommend a conference room update.
  - iv. Recommendation of Library Board book suggestions – Anna offered to coordinate. This is not a book club but rather book suggestions to read.

XI. **Other Business:**

- a. Comments or Questions
- b. Next regular Library Board meeting is **Wednesday July 9<sup>th</sup>, 2025, at 5pm.**

XII. **Adjourn:** with no objections at 7:26pm

Respectfully submitted by Tamara DeGarmo

A handwritten signature in black ink that reads "Tamara DeGarmo". The signature is written in a cursive, flowing style with a large initial 'T'.