

LANESBORO PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Minutes – July 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: Bonita Underbakke, Anna Loney, Sheila Walbridge, and Betsy Holbrook.

- I. **Call to Order:** Sjeila Goetzke called the meeting to order.
Public Comments:
No public comments offered
- II. **Approval of Agenda:** Anna motioned to approve the amended agenda with the addition of library hours under New Business, seconded by Mindy. Motion carried.
- III. **Approval of the Minutes:** Mindy motioned to approve the minutes from June 11, 2025, seconded by Sjeila. 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 billsMary motioned to approve the financial report, seconded by Anna. Motion carried.
- V. **Director's PTO Hours:** 0
- VI. **Circulation Report** presented by Tara.
- VII. **Standing And Special Committee Reports:**
 - a. City Council Liaison – No update
 - b. Friends of Lanesboro Library (FoLL) Liaison – Anna Loney gave updates from July 8, 2025, meeting.
 - i. Looking towards fundraiser letter to the fall
 - ii. Looking at something creative with King Lear with the theater
 - iii. Survived all the concessions of the June events. There is leftover ice cream that they are planning to serve at an upcoming kids event on July 31st
 - iv. No meeting for FoLL in August
 - c. SELCO Board Liaison – No update
- VIII. **Director's Reports** from Tara
 - a. Erika is leaving, July 19th is her last day
 - b. Working on small grants from Fillmore County for Alzheimer's kits
 - c. Applying since 2019 to the Park Pass Program and we got it
- IX. **New Business:**
 - a. Park Pass Program –The used to be only for libraries but no longer. We applied and got it. Patrons can check out the library pass for a week then it expires, no hold options, no renewal option. One pass is cataloged, and they will be sending a social media kit to promote and getting more information on this soon.

b. Library Hours –

- i. July 5th unexpected closure discussed. Mitchell and Tara will work out who was scheduled, but there was preplanned time off approved, and then an unexpected time off.
- ii. We are closed during the days due to events for access to the library, and the library staff were often volunteering at events.
Art In the Park
Rhubarbfest
Buffalo Bill Days
- iii. November is when the schedule of closures is to be determined.

X. **Old Business:**

a. Summer Reading Program Goals & Objectives

Discussed how things are measured and SMART goals for improving in the future. There is a report that is generated from the story time that is evaluated by SELCO. Other events are evaluated and submitted to SELCO as well. Mary suggested the Decorah Library and their programming. Sjeila referenced experiences at Chatfield that could be used as a guide and is willing to work on this with Tara.

- b. Technology Plan– no vote needed right now, this will need to be addressed in November when the renewal is needed at the end of the year. Discussed the benefits of this agreement with SELCO.
- c. Conduct in the Library Policy Review – Tara brought along the staff guidelines and it was discussed to update the terminology to ‘trespass’ instead of ‘ban’. Mindy motioned to approve the policy with terminology changes, Anna seconded. Motion passed.
- d. Library Director Job Description – Mindy motioned to approve the revised Library Director job description with City Administrator as Supervisor, Sjeila seconded. Motion passed.
Mitchell and Tara will review the discussion regarding hybrid work for Tara.
- e. Library Survey Potential Updates
The board hosts of a Book Club with themes 1 per month – discussion of the topic and recommendations from participants of what they like to share, “Book Potluck”, the library could then display the books they have onsite available for check out. Start in January 2026 on the last Thursday of the month in the evening. Anna is taking point and Mary will help with topics if needed. There will be more discussion next month.
- f. Libby contribution cost is going up. Agenda item for next time is to discuss additional funds for selecting more books to purchase of audiobooks for our library.
- g. Meeting room space need for 2-3 people, looking to include a table and a couple of chairs, next month agenda is to discuss money for furniture purchase for that space.

XI. **Other Business:**

- a. Comments or Questions
- b. Next regular Library Board meeting is **Wednesday August 13, 2025, at 5pm.**

XII. **Adjourn:** with no objections

Respectfully submitted by Tamara DeGarmo

