

LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes - 11/12, 2025

Location: Lanesboro Community Center and Zoom

Time: 5:00pm

Board Members: Sjeila Goetzke, Anna Lane, Mary Junko-Isle, Mindy Albrecht-Benson, Gwen Harmon

Staff: Tara Johnson, Mitchell Walbridge, Darla

Community: Bonita Underbakke, Anna Loney, Peter Torkelson, Stacey Schultz

Zoom: Anna Lane, Don Bell

Call to Order: Sjeila Goetzke called the meeting to order.

Public Comments:

Sandra Webb - Enjoys the library, recently read a book called Five Wolves and Killer Underwear Invasion!

Anna Loney - Introduced herself to Gwen Harmon (new board member) and encourage open dialogue

Peter Torkelson - expressed concern about City Council's influence on the Library Board

Approval of Agenda: Mindy motioned to approve agenda, Mary seconded, all voted in favor. Motion carried.

Approval of the Minutes: Mindy motioned to approve minutes. Sjeila seconded, all voted in favor. Motion carried.

Financial Report presented by Tara covering budget balance and approval of bills. Mindy motioned to approve bills, Mary seconded, all voted in favor. Motion carried.

Circulation Report was presented by Tara. Increase in circulations. Tara added the number of cards used (doesn't include ebooks). Volunteers lead monthly storytime, during the summer it is weekly.

Standing And Special Committee Reports:

- a. **City Council Liaison** - Recommended that library aligns with city council of 3-5% budget increase.
- b. **Friends of the Library** - Jan. 23rd Potluck, snow date is Jan. 30th, board book club, Centennial Celebration
- c. **SELCO Board Liaison** - No report.

Director's Reports: On Halloween library passed out books; Tara is attending a meeting

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about Evergreen with other directors to discuss issues with it; boost in circulation as Evergreen starts counting similarly to Horizon; report on marketing and involvement for on social media; asked for suggestions on how to reach teens; hoping utility mailers will reach more families.

New Business

- a. **Welcome to the Library Board** - Welcome Gwen!
- b. **PC Lease Purchase** - \$3250/year for 5 computers, lease is for 3 years, the computers are used consistently. Mindy motioned to approve the lease, Gwen seconded. All voted in favor. Motion carried.
- c. **Closed Dates** - Board members questioned why the library has historically been closed on Rhubarb Fest, Buffalo Bill Days, and Art in the Park, suggesting it would be a good opportunity for engagement. Tara mentioned there have been issues in the past of people putting things in the drop box that shouldn't be. Mindy motioned to remove Art in the Park and Rhubarb Fest from closure dates, add July 4th (closed all day), and change Good Friday and New Year's Eve to open from 9:00-12:00 to align with the city. Gwen seconded. All voted in favor, motion carried.
- d. **Library Parking** - Board members liked the middle sign option. Mindy motioned to present the sign to city council, Sjeila seconded. All voted in favor. Motion carried.
- e. **Library Assistant Annual Review** - Tara completed the job review and wanted to thank Eliza for 21 years of service.
- f. **Costume Swap** - Next year there will be a costume swap for Halloween. People can donate old costumes and browse donations for new ones.

Old Business

- a. **Board Officers** - Mary volunteered to be the secretary. Mindy motioned to approve Mary as the secretary, Gwen seconded. All voted in favor.
- b. **Book Club** - Will change the name to Book Group to better represent the goals of the group; board members will email date and theme to Anna to add to calendar; Anna is going to coordinate with Tara and FOLL about advertising and first meeting.
- c. **Book Drop** - Mindy motioned to table until December after budget is set; Mary seconded. All voted in favor. Motion carried.
- d. **Budget** - Current budget proposal set at \$137,245.00. Need to align with City Council's recommendation of increasing the budget by 3-5%. Additionally, the library needs to spend roughly \$6,000 under budget to increase reserves for PTO liability.
 - i. Discussion for potential budget cuts included cutting Books and Movies and relying on donated funds, cutting part-time hours, and cutting Automation/ILS.
 - ii. Furthermore, there was discussion about how we address the overall

need to increase our reserves for liability and what long-term solutions might be with a specific focus on part-time staffing.

- iii. Need to allow employees a 15 minute break for a 4 hour shift → put a sign on the door to close the library for 15 minutes if a break is needed.
- iv. The board suggested reducing the part-time employees by \$3400, which is roughly 3 hours/week or 145 for the year. Tara mentioned that this would be manageable and that the part-time employee doesn't actually work the fully budgeted amount.
- v. Mindy motioned to reduce the part-time employees by \$3400, Sjeila seconded. All voted in favor. Motion carried.

Other Business

- a. Next meeting is Wednesday, December 10th at 5:00pm.

The meeting adjourned at 6:45pm. No objections.