

**Lanesboro Public Library Board
Special Meeting Minutes
Tuesday, December 16, 2025 – 5:00 p.m.
Lanesboro City Council Chambers**

Present: Mindy Albrecht-Benson, Sjeila Goetzke, Gwen Harmon, Mary Junk-Isle, Anna Lane

Staff: Mitchell Walbridge, Tara Johnson

Visitors: Peter Torkelson, Vicki Torkelson, Stacey Schultz, Linda Hennessey; *Via Zoom:* Sheila Walbridge

Chairperson Goetzke called the meeting to order at 5:00 p.m.

- A. Agenda Approval:** Member Albrecht-Benson moved to approve the agenda as written; Member Junko-Isle seconded. Motion carried with all members voting in favor.
- B. Library Director Transition Plan:** City Administrator Walbridge reviewed the timeline for proposed application period, applicant review, interviews, and hiring. Administrator Walbridge explained interim coverage for the Library Director based on conversations with Director Johnson and the Assistant Librarian and that the city would be working with Chairperson Goetzke, Vice-Chair Lane and the board as needed to ensure continuity of operations.
- C. Library Director Position – Review of FTE Level:** The board discussed moving the fulltime equivalency of the Library Director position from 1.0 FTE to 0.8 FTE. Administrator Walbridge noted that the Preston Public Library is 0.9 FTE and that going to 0.8 FTE would not impact employee benefits. Member Junko-Isle questioned if decreasing hours contradicted previous conversations discussing more open library hours. Discussion was had around the attractiveness of a 0.8 FTE versus a 1.0 FTE position to new employees and budgetary concerns. Member Benson moved to change the Library Director FTE level from 1.0 to 0.8; Member Harmon seconded. Motion carried with all members voting in favor.
- D. Consider Appointment of Recruitment Committee:** City Administrator Walbridge suggested appointing two board members to a recruitment committee to collaborate with the Administrator for recruitment and interviewing before coming back to the Library Board with a hiring recommendation. Member Junko-Isle and Chair Goetzke expressed interest. Member Lane moved to appoint Chair Goetzke and Member Junko-Isle to the recruitment committee; Member Harmon seconded. The motion carried with all members voting in favor.

Library Director Transition Plan: As part of the transition plan, City Administrator Walbridge presented City of Lanesboro Public Library Resolution No. 2025-01 appointing the City Administrator as interim library operations manager. Member Albrecht-Benson moved to pass Resolution No. 2025-01; Member Harmon seconded. The motion carried with all members voting in favor.

PTO Cash Out: The question of the negative fund balance after paying out PTO for Library Director Tara Johnson was brought up. Administrator Walbridge noted that the fund balance

could be negative at the end of the year but would need to be paid back by the end of fiscal year 2026. The library budget will need to be monitored the year 2026 progresses.

Chairperson Goetzke adjourned the meeting at 5:30 p.m.

Respectfully submitted,

Mary Junko-Isle
Secretary