

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING

Secretary Notes

January 17th, 2024

Location: ZOOM Virtual Mtg. & City Council Chambers Time: 5:00 p.m

Agenda:

I. Oath of Office: Mindy Albrecht-Benson & Sjeila Goetzke

Tara Johnson read aloud the oath while Mindy & Sjeila both repeated and accepted their place on the Lanesboro Library Board.

Call to order: Jon Buggs called the meeting to order. Asked for a call for Library Board Officers.
*Stacey moved to approve **Alissa Sindelar as the Vice Chair.** Jon seconded. MC*
*Mindy moved to approve **Stacey Schultz as the Secretary.** Jon seconded. MC*
*Stacey moved to approve **Sarah Pieper as the Treasurer.** Mindy seconded. MC*

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Ollie Phil Holtegaard, Sjeila Goetzke, Mindy Benson, City Council Rep. & Library Board Member, Tara Johnson-Library Director, Linda Hennessey, SELCO Board Rep. Mitchell Walbridge-City Administrator, Darla Taylor-City Clerk.

****Public Comments: Full Room and multiple comments.**

II. Approval of the Agenda

Phil moved to approve of the agenda. Sarah seconded. MC

III. Approval of the Minutes

**Stacey updated minutes-by added the two names we recommended to the Lanesboro City Council to fill the two open board member seats. (See update image from Sec. notes below.)*

X.	New Business
a.	Staff Job Review- Eliza's Job Review is complete.
b.	Date Change for June 19 Library Board Mtg.-rescheduled for June 12th. <i>Sarah moved approval of the June 19th Library Closure. Jon seconded. MC</i>
c.	Library Board Officers 2024
d.	Library Board Applications: Tom Brudvig & Sjeila Goetzke, applications received. <i>Stacey moved approval of Tom & Sjeila to the Lanesboro Library Board. Jon seconded. MC</i>

<----- See Agenda Item: III. d.

Alissa moved approval of the minutes. Phil seconded. MC

IV. Treasurer's Report

(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

**Deposit:	+\$	0
**Disbursements:	-\$	0

Donation Checking Acct. Balance: Ending Balance 12/31/23 = \$16,919.78

Rose Bell Balance: December 31, 2023 \$3,119.72 / \$ 0 Deposits / \$0 Payments
Stacey moved to approve the Treasurer's Report. Alissa seconded. MC

V. Financial Report

a. Budget balance

December 2023 ~ 94% Budget Income / 102% Budget Expenditures

b. Bills

December 2023 Bills = \$1145.26

Phil moved approval of the December bills. Stacey seconded. MC

-7 proposals for community grants (an idea for upcoming library centennial/celebration), -
Library Advocacy Day Key Issues: Dept. of Ed., School Libraries, Bonding, Library Rehab, -
Book Ban Prevention-look at what Illinois has been focusing on in their libraries.

IX. Director's Report:

1. Continue Preparing/Planning/Booking the 2024 SUMMER READING PROGRAM.
2. SELCO APP is LIVE - New Product is here! (Received about 30+ calls about the App)
3. 2/26/24 Fillmore County Mtg. - Goal: Discuss contract with Fillmore County. (3 yr. contract)

X. New Business:

- a. Report to the Family of Rose H. Bell - Tara Johnson sent letters, pics, updates.
- b. Public Library Annual Report to the State of MN –Submitted to State **MC**
- c. Library Subs - Discussion hiring Brynn Pfeffer (Sub during Board Meetings.)
Discussion hiring Claire Cambray (Sub on Saturdays)

XI. Old Business:

- a. Safety Plan-working with the city to follow their lead and update plans.

XII. Other Business:

Next meeting, March 20th, 2024, at 5:00 pm VIA In-Person & ZOOM Options.

XIII. Adjourn: Sarah / Stacey moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for **February 21st, 2024**– Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 3-4-2024

FYI:

Board Committees:

Budget: Stacey, Jon, Mindy (Examine and approve annual budget)

Building & Grounds: Jon, Phil (Building space is able to meet existing and future needs.)

Liaison with Friends of the Library: Stacey (Advocacy)

Personnel: Sarah, Stacey, Alissa (Hire/dismiss library director; Director's Annual evaluation, Recruit New Board Members)

Policy: Jon, Alissa, Sarah (Determine and adopt written policies for library operations.)

Grants & Fundraising: Stacey, Mindy (Write or assist with programs, services or building projects.)

Public Relations: Alissa, Phil, Sjeila (Advocate for and tell the library's story.)

SELCO Board: Linda Hennessey (Appointed; Interlibrary cooperation)

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING
Secretary Notes * March 20th, 2024

Location: **ZOOM Virtual Mtg. & City Council Chambers** Time: 5:00 p.m

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Sjeila Goetzke, Mindy Benson, City Council Rep. & Library Board Member, Tara Johnson-Library Director, Mitchell Walbridge-City Administrator.

Agenda:

I. Call to order: Jon Buggs called the meeting to order.
Public Comments: N/A

II. Approval of the Agenda:
Mindy moved to approve of the agenda. Alissa seconded. MC

III. Approval of the Minutes:
Sarah moved approval of the minutes. Mindy seconded. MC

IV. Treasurer's Report:
(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

**Deposit:		+\$	0
**Disbursements:	2/23/24 Junior Library Guild (Children's Books) (Check #5171)	-	\$1,565.94
	2/28/24 Phil Holtegaard (Christmas Lights) (Check #5171)	-\$	36.52
Donation Checking Acct. Balance:			Ending Balance: 2/28/24 = \$14,940.02

Rose Bell Balance: February 28, 2024 \$3,119.72 / \$ 0 Deposits / \$0 Payments
Stacey moved to approve the Treasurer's Report. Jon seconded. MC

V. Financial Report:
a. Budget balance: February 2024 ~ 7.21% Budget Income / 16.68% Budget Expenditures
b. Bills: March 2024 Bills = \$1067.92
Phil moved approval of the March bills. Mindy seconded. MC

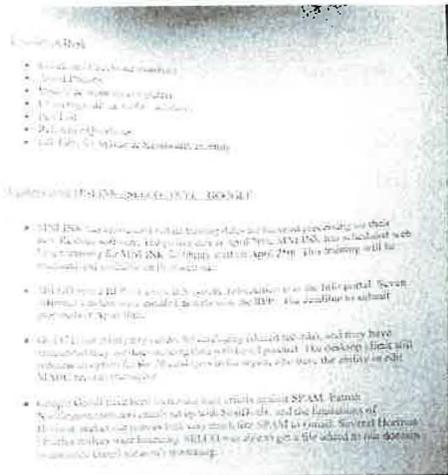
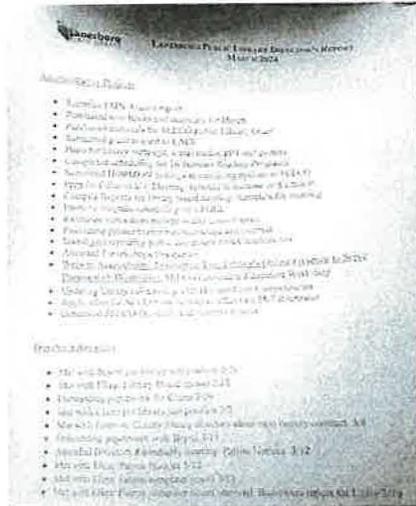
VI. Director's PTO Hours: 48 Hours (Dates: April 5, 8-12)
Sarah moved approval of Director's PTO Hours. Stacey seconded. MC

VII. Circulation report: February 2024 (4 new library cards)
Total Checkout=1,704 (1,538 physical items/166 ebooks/eaudio)

VIII. Committee Reports:

- a. Personnel Committee: N/A
- b. FOLL: Clean FOLL items out of closet in chamber area. City needs document storage.
- c. Public Relations Committee: N/A
- d. Budget Committee: N/A
- e. Grants & Fundraising Committee: Submitted 2 grants: SMIF Early Literacy Grant / LACF Grant
- f. Policy Committee: Bylaws/Personnel (See 'New Business')
- g. Building & Grounds Committee: N/A
- h. SELCO Board: N/A

IX. Director's Report: (See 2 page handout images below)



X. New Business:

- a. Bylaws-tabled until next mtg. *'Lanesboro Public Library Policy Addendums to The City of Lanesboro Personnel Policy Manual.'*
Jon moved to table the Policy Addendums. Alissa seconded. MC
- b. 100th Anniversary Task Force: Anna Loney will lead the Task Force Committee
- c. 2024 MN Author Tour: Steve Harris & Jess Lourey (April 2024)

XI. Old Business:

- a. Library Subs - Discussion hiring Brynn Pfeffer (Sub during Board Meetings.)
Discussion hiring Claire Cambray (Sub on Saturdays)
Discussion hiring Hannah Wingert (Sub as needed)

XII. Other Business:

Next meeting, April 17th, 2024, at 5:00 pm VIA In-Person & ZOOM Options.

XIII. Adjourn: Stacey / Mindy moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for **March 20th, 2024**– Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 4-14-2024

FYI:

Board Committees:

- Budget:** Stacey, Jon, Mindy (Examine and approve annual budget)
- Building & Grounds:** Jon, Phil (Building space is able to meet existing and future needs.)
- Liaison with Friends of the Library:** Stacey (Advocacy)
- Personnel:** Sarah, Stacey, Alissa (Hire/dismiss library director; Director's Annual evaluation, Recruit New Board Members)
- Policy:** Jon, Alissa, Sarah (Determine and adopt written policies for library operations.)
- Grants & Fundraising:** Stacey, Mindy (Write or assist with programs, services or building projects.)
- Public Relations:** Alissa, Phil, Sjeila (Advocate for and tell the library's story.)
- SELCO Board:** Linda Hennessey (Appointed; Interlibrary cooperation)

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING
Secretary Notes * April 17th, 2024

Location: **ZOOM Virtual Mtg. & City Council Chambers** Time: 5:00 p.m

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Sjeila Goetzke, Mindy Benson, City Council Rep. & Library Board Member, Tara Johnson-Library Director, Mitchell Walbridge-City Administrator, Linda Hennessey, SELCO Rep.

Agenda:

I. Call to order: Jon Buggs called the meeting to order.
Public Comments: N/A

II. Approval of the Agenda:
Phil moved to approve of the agenda. Alissa seconded. MC

III. Approval of the Minutes:
Mindy moved approval of the minutes. Sarah seconded. MC

IV. Treasurer's Report:
(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

Lanesboro Public Library Treasurer's Report
April 1, 2024

Donation Checking Account #618230		
Beginning Balance:	March 1, 2024	\$14,940.02
Deposits:		
	\$0.00	
Disbursements:		
	\$0.00	
Ending Balance:	March 31, 2024	\$14,940.02
Rose Bell Fund Account #22802752		
Beginning Balance:	March 1, 2024	\$3,119.72
Deposits:		
	\$0.00	
Disbursements:		
	\$0.00	
Ending Balance:	March 31, 2024	\$3,119.72

V. Financial Report:
a. Budget balance: March 2024 ~ 14% Budget Income / 24% Budget Expenditures
b. Bills: April 2024 Bills = \$1457.86
Phil moved approval of the March bills. Stacey seconded. MC

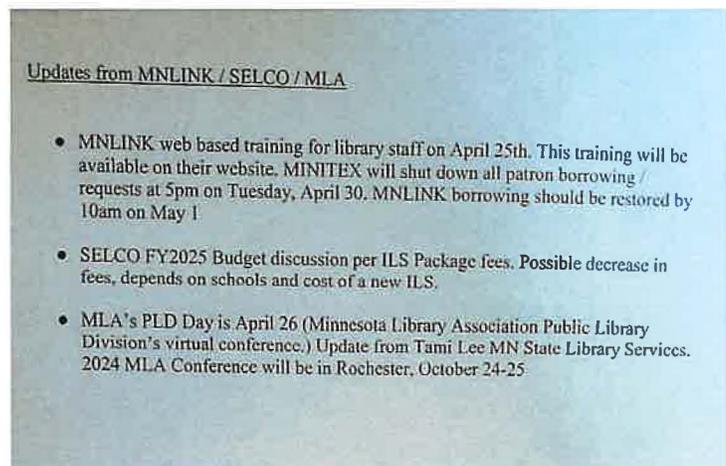
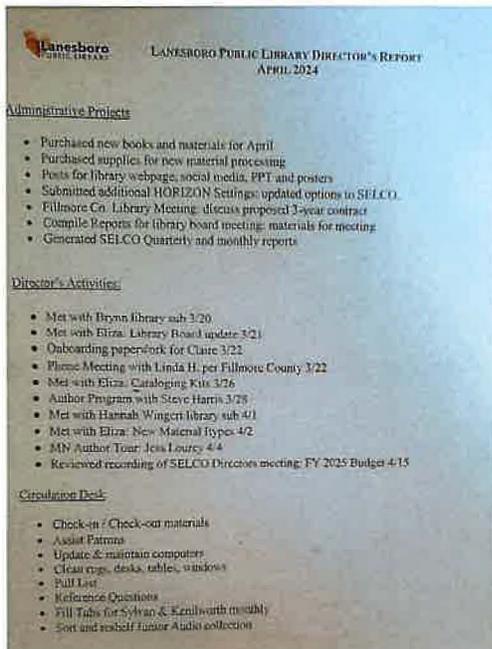
VI. Director's PTO Hours: 0 Hours

VII. Circulation report: March 2024 (5 new library cards + 1 author visit)
Total Checkout= 1809 (1575 physical items / 224 ebooks/eaudio)

VIII. Committee Reports:
a. Personnel Committee: N/A
b. FOLL: Book Sale planned for 6/8/24-Info. Flyer in Lanesboro Utility Bill.

- c. Public Relations Committee: N/A
- d. Budget Committee: N/A
- e. Grants & Fundraising Committee: Received 2 grants:
 - 1. SMIF Early Literacy Grant (400 Books)
 - 2. LACF Grant (\$500 toward new computer chairs)
 - i. *Alissa moved to approve \$351.51 to pay the additional cost of new computer chairs. (\$500 Grant + \$351.51 Checking Account Funds=\$851.51) Phil seconded. MC*
- f. Policy Committee: Bylaws/Personnel (See 'Old Business')
- g. Building & Grounds Committee: N/A
- h. SELCO Board: Linda Hennessey, SELCO Rep.-shared the following:
 - 1. Feb. 26 Advocacy Com. met via Zoom mtg. With Greg Davids.
 - 2. Three dozen library reps met with 15 legislators during Lib. Advoc. Day @ Capitol.
 - 3. Legislation still on the table: protecting books (book bans,) adding state position.

IX. Director's Report: (See 2 page handout images below)



X. New Business:

- a. Library Board Role <https://my.nicheacademy.com/selco-staff/course/63104>
- b. Library Board Committees **TABLED by Mindy/Sarah MC**

XI. Old Business:

- a. Library Bylaws **TABLED by Sarah/Mindy MC**

XII. Other Business:

Next meeting, May 15th, 2024, at 5:00 pm VIA In-Person & ZOOM Options.

XIII. Adjourn: Alissa / Sjeila moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for **April 17th, 2024**– Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 5-8-2024

FYI:

Board Committees:
Budget: Stacey, Jon, Mindy (Examine and approve annual budget)
Building & Grounds: Jon, Phil (Building space is able to meet existing and future needs)
Liaison with Friends of the Library: Stacey (Advocacy)
Personnel: Sarah, Stacey, Alissa (Hire/dismiss library director; Director's Annual evaluation, Recruit New Board Members)
Policy: Jon, Alissa, Sarah (Determine and adopt written policies for library operations.)
Grants & Fundraising: Stacey, Mindy (Write or assist with programs, services or building projects.)
Public Relations: Alissa, Phil, Sjeila (Advocate for and tell the library's story.)
SELCO Board: Linda Hennessey (Appointed; Interlibrary cooperation)

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING
Secretary Notes * May 15th, 2024

Location: ZOOM Virtual Mtg. & City Council Chambers Time: 5:00 p.m

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Sjeila Goetzke, Mindy Benson, City Council Rep. & Library Board Member, Tara Johnson-Library Director, Mitchell Walbridge-City Administrator, Linda Henessey, SELCO Rep.

Agenda:

I. Call to order: Jon Buggs called the meeting to order. **Appoint Time Keeper:** Mindy
Public Comments: Shirley Mulder, Tracy Henkel, Anna Loney, Phil Dybbing

II. Approval of the Agenda:
Sarah moved to approve of the agenda. Alissa seconded. MC

III. Approval of the Minutes:
Alissa moved approval of the minutes. Sarah seconded. MC

IV. Treasurer's Report:
(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

Lanesboro Public Library Treasurer's Report
May 1, 2024

Donation Checking Account #618230

Beginning Balance: April 1, 2024 \$14,940.02
Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: April 30, 2024 \$14,940.02

Rose Bell Fund Account #22802752

Beginning Balance: April 1, 2024 \$3,119.72
Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: April 30, 2024 \$3,119.72

V. Financial Report:
a. Budget balance: April 2024 ~ 26% Budget Income / 39.6% Budget Expenditures
b. Bills: May 2024 Bills = \$3969.98
Mindy moved approval of the May bills. Stacey seconded. MC

VI. **Director's PTO Hours:** 0 Hours

VII. **Circulation report: April 2024** (4 new library cards + 1 author visit)
Total Checkout= 1730 (1564 physical items / 166 ebooks/eaudio)

VIII. **Committee Reports:**

- a. Budget Committee: N/A
- b. Building & Grounds Committee: N/A
- c. City Council Liaison: N/A
- d. Friends of the Library Liaison: FOLL: Book Sale planned for 6/8/24-Info.
- e. Grants & Fundraising Committee: June Book Pick Up coming up (SMIF Early Literacy Grant)
- f. Personnel Committee: (See in 'Old Business')
- g. Policy Committee: N/A
- h. Public Relations Committee: N/A
- i. SELCO Board: N/A

IX. **Director's Report: (See 2 page handout images below)**



LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT
MAY 2024

Administrative Projects

- Purchased new books and materials for May
- Purchased supplies for new material processing
- Submitted paperwork for SELCO MN Author Tour
- Posts for library webpage, social media, PPT and posters
- Scheduling Kindergarten visits
- Website Accessibility Audit WCAG 2.1
- Fillmore Co. Commissioners Meeting: statistics for library presentation
- Compile Reports for library board meeting: materials for meeting
- Updating and documenting ILS (Horizon) workflow procedures
- Generated SELCO Quarterly and monthly reports

Director's Activities:

- Met with Brynn per library training 4/17
- Met with Eliza: Library Board update 4/21
- Met with Claire per library training 4/27
- Met with Eliza: workflow documentation 5/2
- Met with SELCO Consultants 5/8
- Met with Eliza: 5/11
- Met with policy committee 5/13
- Birding Program with Amy Simso-Dean 5/13

Circulation Desk

- Check-in / Check-out materials
- Assist Patrons
- Update & maintain computers
- Clean rugs, desks, tables, windows
- Pull List
- Reference Questions
- Fill Tubs for Sylvan & Kenilworth monthly
- Sort and reshelv Board book collection

Updates from MNLINK / SELCO

- MNLINK requests are no longer automatically placed in SELCO. Patrons are notified but must manually place their requests.
- SELCO received five responses from ILS vendors. The Public Libraries Task Force (PLTF) members met on Monday, May 13 to review the vendor responses.

X. New Business:

a. Fillmore County Contract 2025-2027 (Rural Services/7 Fillmore Cty. Libraries/3% increase)
Sarah moved approval of the Fillmore County 25-27 Contract. Phil seconded. **MC**

b. Camera in library / FOLL book sale area

-Board requested information on where the camera came from? Purpose? Who Monitors?
-Mitchell Wallbridge, Lanesboro City Administrator answered multiple questions from board:
Reason?: All entrances to the building have video surveillance-that one did not-so city added.
Additions?: 4 cameras added - previously had 4 on City Hall Building- now a total of 8.
Access?: Mitchell Wallbridge, Darla Taylor, Dave Haugen.
Facial Recognition?: Yes.
Make/Model?: Amazon Blink—not accessed through the provided service-City
Audio?: Not enabled.
City Council Aware? We have had cameras, discretion to add/by the City Administrator.
Timer?: Motion censored.
View of bathroom access?: If people walk across path of camera view.
Letter of Request for Access to Camera?: Mitchell will research access availability.

c. Public Data Request-

-Original request in writing via email (April 18th, 2024) to Tara Johnson (no time table request)
-Stacey shared dates and requests for Secretary Notes by the City of Lanesboro (April 29th, 2024.) Data Requested to be completed in 14 days—>request completed and sent back to those who requested: Mitchell Wallbridge-email request was cc'd to Mr. O'Koren-files submitted from 2018-Current. Stacey asked about time to complete-who to request reimbursement from regarding the cost of large file download and share (Jumpdrive cost \$9.99)—>No resolution on reimbursement.

XI. Old Business: a. Library Board Personnel Committee (Phil 4 votes/Mindy 3 votes)
Roll Call Vote (Two Library Board Members willing to join the Personnel Committee Mindy and Phil-to replace Alissa.)

Stacey: Phil
Phil: Phil
Jon: Phil
Sarah: Phil
Alissa: Mindy
Sjeila: Mindy
Mindy: Mindy

Board Approves Phil as the new member of the Personnel Committee. (Votes: Phil 4 / Mindy 3)

b. Bylaws

Sarah made a motion to approve the updated Bylaws with edits. Alissa seconded. **MC**

XII. Other Business: a. Former Library Employee Grievance Letter (See Timeline)

<u>To: Lanesboro Library Board</u>		<u>May 12, 2024</u>
<u>From: Sarah Pieper & Stacey Schultz, Current Personnel Committee</u>		
10-17-23	Email from Library Employee SM	
10-23-23	In Person Mtg.	(Tara Johnson (Library Director), Alissa Sindelar (Library Chair), Employee SM)
11-1-23	Library Board Special Mtg.	(Mtg. called by Alissa Sindelar (Library Chair))
11-13-23	Employee Evaluation Mtg.	(Attendees: Personnel Committee (Tracey Lambrecht, Olie Lepper, Sarah Pieper), Tara Johnson (Library Director), Mitchell Wallbridge (City Administrator), Employee SM)
11-15-23	Library Board Mtg.	(Tabled Action Plan for Employee SM)
11-21-23	Library Board Special Mtg.	(Action Plan Approved for Employee SM)
11-27-23	Employee Resignation	
11-28-23	1st Day Employee SM was to return to work at Lanesboro Public Library.	
12-1-23	Employee submitted formal grievance letter (Dated: 12-1-23)	(Letter mailed to: Lanesboro City Council, 202 Parkway Ave. S.) (Body of Letter, addressed to: Dear Library Director, Lanesboro Library Board, Lanesboro City Council.)
12-1-23 to 12-20-23	Question for Mitchell W., City Admin.,:	When was a copy of the grievance letter from employee SM given to the Library Director? ___ Chair? ___ Library Board? ___
12-20-23	Library Board Mtg.	(Approved Resignation of SM)
1-2-24	January Lanesboro City Council Mtg.	(Accepted Library Employee Resignation, Former Employee Grievance Letter listed on Agenda & in Board Packet, Two recommendations from the Library Board-approved 1 & appointed a City Council Member as the other, Jon Bugge/Sarah Pieper in person, Tara Johnson/Stacey Schultz via zoom.)

Roll Call Vote

Stacey: yes
Phil: yes
Jon: no
Sarah: no
Alissa: yes
Sjeila: yes
Mindy: yes

Stacey made a motion to dismiss the Former Employee Evaluation Review dated 11/13/23 and Former Employee (SM) Corrective Action Plan. MC

Jon made a motion to dismiss the Former Employee (SM) Grievance Letter dated 12/1/23. (Library Board received the grievance letter 5/9/23 and Library Director, Tara Johnson received 5/13/23.) Alissa seconded. MC

a. Comments & Questions

b. Next meeting, June 12th, 2024, at 5:00 pm VIA In-Person & ZOOM Options.

XIII. Adjourn: Jon/Alissa moved to adjourn the Library Board Meeting. **MC**

4 of 4 pages for **May 15th, 2024**– Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 6-7-2024

LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

Secretary Notes * June 12th, 2024

Location: City Council Chamber

Time: 5:00pm

Present: Jon Buggs – Chair, Alissa Sindelar – Vice-Chair, Sarah Pieper – Treasurer, Phil Holtegaard, Sjeila Goetzke, Mindy Benson, City Council Rep. & Library Board Member, Tara Johnson – Library Director, Mitchell Walbridge – City Administrator, Linda Hennessey – SELCO Rep. Absent: Stacey Schultz.

Agenda:

- I. **Call to order:** Jon Buggs called the meeting to order. Appoint Time Keeper: Mindy
Public Comments: Anna Loney
- II. **Approval of the Agenda:**
Sarah requested to add to the New Business – Discussion for changing the monthly meeting date/time.
Motion to approve agenda with the addition made by Phil, Mindy seconded. MC
- III. **Approval of the Minutes:** *Mindy motioned approval, Sarah seconded. MC*
- IV. **Treasurer's Report:** *Sarah motioned we invest \$10,000 in a 5-month CD. Alissa seconded. MC*

Lanesboro Public Library Treasurer's Report

June 1, 2024

Donation Checking Account #618230

Beginning Balance: May 1, 2024 \$14,940.02

Deposits:

\$0.00

Disbursements:

5/15/24 Demco (Check # 5173)

\$351.51

Balance for the Boss Deluxe Task computer chairs

\$351.51

Ending Balance: May 31, 2024 \$14,588.51

Rose Bell Fund Account #22802752

Beginning Balance: May 1, 2024 \$3,119.72

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: May 31, 2024 \$3,119.72

V. **Financial Report:**

a. Budget balance: May 2024 21% Budget Income / 41% Budget Expenditures

b. Bills: May 2024 Bills = \$1,894.49

Sarah moved approval of the May budget/bills, Mindy seconded. MC

Jon made a motion to renew the CD for the balance of \$16,745.98 through the SELCO Library Foundation, Alissa seconded. MC

- VI. **Director's PTO Hours:** 8 hours sick time on May 23rd.
Phil moved approval of the PTO, Jon seconded. MC
- VII. **Circulation Report:** May 2024. (10 new library cards + 1 author visit)
Total Checkout = 1501 (1341 Physical Items / 160 eBooks/audios)
- VIII. **Committee Reports:**
- a. Budget Committee: N/A
 - b. Building & Grounds Committee: Did some weed whacking and put together the new computer chairs. There was a question on the blue benches in the front; could some be moved, are they bolted down? The space between the trees is pretty tight. The committee would look into this.
 - c. City Council Liaison: N/A
 - d. Friends of the Library Liaison: Anna Loney FOLL: Community Play Reading of William Shakespeare's Comedic Story of Courtship and Scandal! Much Ado About Nothing June 26, 2024 at 6pm
They had a fundraiser at Rhubarb Fest with soft serve ice cream and rhubarb sauce. They will also be at Art in the Park. They approved money for the Summer Reading Program and the Harp Circle Concert on August 14th
 - e. Grants & Fundraising Committee: The books from the SMIF Grant still need to be picked up.
 - f. Personnel Committee: N/A
 - g. Policy Committee: (See Old Business)
 - h. Public Relations Committee: N/A
 - i. SELCO Board – Linda. We still need to find a new liaison to replace Linda.
Meeting was May 28th and also the Zoom meeting of the Legacy Committee on June 5th.
SELCO Board approve a new executive committee and Board Officers. Kristina Rader, of Spring Valley, will become the Board Secretary.
Highlights: 1) Bonding bill did not pass. 2) A School Librarian/Media Specialist was added to the Dept. of Education. 3) The Access to Library Materials and Rights Protected Bill did pass. * The bill covers publicly funded libraries – public libraries, school libraries, academic libraries, and more. These libraries must have a reconsideration policy in place when materials are challenged for reconsideration, it must be reported to the Dept. of Education. These libraries must have a person trained in collection management. So, SELCO will determine how it can offer training for libraries in the region to meet this stipulation.
- IX. **Director's Report: Administrative Projects:**
- Purchased new books and materials for June
 - Purchased additional supplies for SRP
 - Submitted paperwork for SELCO MN Author Tour
 - Posts for Library webpage, social media, PPT posters
 - SRP promotion, sign-up
 - Website Accessibility Audit WCAG 2.1
 - Compile Reports for library board meeting: materials for meeting
 - Updating and documenting ILS (Horizon) workflow procedures
 - Generated SELCO Quarterly and monthly reports
- Director's Activities:**
- Met with policy committee 5/13
 - Met with Brynn per library training 5/15
 - Met with Eliza: Library Board update 5/15
 - Met with Claire per library training 5/18
 - Fillmore County Library Director's meeting (SV) 5/21
 - Met with Eliza: new Itypes for cataloging items 5/21
 - MN Author, Michael Hall 5/21
 - Met with Eliza patron verification for Libby 5/28
 - Kindergarten library tour & story time 5/30
 - Doug Ohman Program 6/5
 - Rad Zoo Program 6/6
 - Story Time 6/7

- FOLL book Sale 6/8
- Met with Claire SRP planning 6/8
- SELCO Director's meeting 6/11

Circulation Desk:

- Check-in / Check-out materials
- Assist Patrons
- Update & maintain computers
- Clean rugs, desks, tables, windows
- Pull List

Updates from MNLINK / SELCO:

- New MNLINK system up and running the old system will be shut down. All items borrowed under the old system must be returned by June 21.



X. **New Business**

- Summer Reading Events:** Thursday, June 6th, was the first event. 21 kids attended at the gazebo.
- SELCO Foundation change to existing funds**
- Monthly Meeting Date/Time:** Sarah made a motion to change the monthly meetings to the 2nd Wednesday of the month at 5pm, seconded by Alissa. MC (to eliminate the issue of a meeting following ours at 6pm.)

Sarah made a motion to change the by-laws to the new meeting date/time, seconded by Mindy. MC

XI. **Old Business**

- Personnel Policy Addendum:** Recommended we have the addendum reviewed by a lawyer for any legal issues. Tabled until it is determined if we are a Governing Board or an Advisory Board. The City Administrator, City lawyer, Library Chair, Library Co-chair, and Librarian will set up a meeting.

XII. **Other Business**

- Comments and Questions**
- Next meeting:** July 10th, 2024 at 5:00pm VIA in-person & ZOOM options.

XIII. Adjourn: Jon motioned to adjourn, seconded by Phil. MC

3 of 3 pages for June 12th, 2024 – Lanesboro Library Board Minutes.

Respectfully Submitted by: Sarah Pieper 7.6.24

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING
Secretary Notes * July 10th, 2024

Location: ZOOM Virtual Mtg. & City Council Chambers Time: 5:00 p.m

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Mindy Benson, City Council Rep. & Library Board Member, Tara Johnson-Library Director, Mitchell Walbridge-City Administrator

Absent: Sjeila Goetzke,

Agenda:

I. Call to order: Jon Buggs called the meeting to order. **Appoint Time Keeper:** Mindy

II. Approval of the Agenda:

Stacey made a motion to add 'Lanesboro Library History Report' to the agenda.

Stacey moved to approve agenda addition of new business, Lan. Lib. History Report. Phil seconded. **MC**

III. Approval of the Minutes:

Alissa moved approval of the minutes. Mindy seconded. **MC**

IV. Treasurer's Report:

(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

Lanesboro Public Library Treasurer's Report
July 1, 2024

Donation Checking Account #618230

Beginning Balance: June 1, 2024 \$14,588.51

Deposits:

\$0.00

Disbursements:

6/21/24 - Investment - 5 Month CD \$10,000.00
 4.857% interest rate & matures on 11/21/24

\$10,000.00

Ending Balance: June 30, 2024 \$4,588.51

Rose Bell Fund Account #22802752

Beginning Balance: June 1, 2024 \$3,119.72

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: June 30, 2024 \$3,119.72

Mindy moved approval of the Treasurer's Report. Stacey seconded. **MC**

V. Financial Report:

a. Budget balance: June 2024 ~ 62% Budget Income / 48% Budget Expenditures

b. Bills: July 2024 Bills = \$834.96

Sarah moved approval of the July bills. Mindy seconded. **MC**

VI. Director's PTO Hours: 0 Hours

VII. Circulation report: June 2024

(3 new library cards, 4 storytimes, 4 family programs, 2 adult programs)
Total Checkout= 1566 (1,410 physical items / 156 ebooks/eaudio)

VIII. Committee Reports:

- a. Personnel Committee: N/A
- b. Friends of the Library Liaison: FOLL: Donation to the Lanesboro Library (2 checks in July) (FOLL Donations will show up in August 2024 Library Board Treasurer's Report)
- c. Public Relations Committee: N/A
- d. Budget Committee: Schedule a mtg. to prepare for 2025 Budget Discussions.
- e. Grants & Fundraising Committee: 400 SMIF Early Literacy Grant Books picked up.
- f. Policy Committee: (See Old Business)
- g. Building & Grounds Committee: Trimmed Large Center Tree & moved blue benches so able to access & sit.
- h. SELCO Board: N/A

IX. Director's Report: (See 2 pages of handout images below)

 LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT
JULY 2024

Administrative Projects

- Purchased books and materials for July
- Purchased supplies for SRP crafts
- Submitted reports for 3 SELCO vetted programs
- Posts for library webpage, social media, PPT and posters
- SRP promotion, sign-up continues
- LACF Grant report submitted
- 2025 preliminary budget process
- Order Tax forms for 2024
- Compile Reports for library board meeting: materials for meeting
- Documenting ILS (Horizon) workflow procedures
- Generated SELCO Quarterly and monthly reports

Director's Activities:

- Met with Brynn: training / PowerPoint 6/12
- Met with Eliza: Library Board update 6/13
- Magic Program 6/13
- Story time 6/14
- Art in the Park FOLL serve Ice Cream 6/15
- Met with Eliza: Review SELCO's new standards for items and check-out 6/20
- Summer Celebration Program 6/20
- Story time 6/21
- SELCO ILS Demos 6/12, 6/13, 6/18, 6/20
- Babe the Blue Ox Musical 6/27
- Story time 6/28
- Meet with Rose Bell family 6/28

Circulation Desk

- Check-in / Check-out materials
- Assist Patrons
- Update & maintain computers
- Clean rugs, desks, tables, windows
- Pull List

- Reference Questions
- Fill Tubs for Sylvan & Kenilworth monthly
- Sort and weed YA fiction
- Materials repair
- Update displays in library

Update from SELCO

SELCO ILS Migration



- ILS Vendor Demos: Equinox – Evergreen ILS, Bywater – Koha ILS, Sirsi-Dynix – Symphony ILS, III - Polaris ILS

X. New Business:

- a. 2025 Preliminary Budget
- b. 'Lanesboro Library History Report' - Researched & shared by Stacey Schultz, Sec. (See 4 pages of handout images below + 3 pages / 1923-1924 Newspaper Articles)

Lanesboro Public Library
Personal Researched Notes from the Secretary ~ By: Stacey Schultz

Lanesboro Library Board
 FOLL: Friends of the Lanesboro Library Board Rep
 July 10th, 2024

Topic of question: Is the Lanesboro Library a governing board or advisory board?

Library of Congress <https://www.loc.gov/> National Library Services
 Use the largest library in the world online or in person! More about the Library.

<https://public.education.mn.gov/WebsiteContent/LibraryFind.jsp>
 (Screenshot from link)

The screenshot shows the Minnesota Department of Education website. At the top, there is a navigation menu with links for 'About', 'Students and Families', 'Districts, Schools and Educators', 'Data Center', and 'Office of the Inspector General'. Below the navigation is a search bar with a 'Search' button. The main heading is 'Public Library Annual Reports'. Underneath, there is a section titled 'Find a Library' with another 'Search' button and a list of letters from A to Z. The footer contains 'Site Disclaimer', 'Privacy Statement', 'Minnesota.gov', 'help', and 'Copyright 2024 Minnesota Department of Education'.

https://public.education.mn.gov/WebsiteContent/LibraryListing.jsp?SEARCH_VALUE=L
 (Screenshot from link)

The screenshot shows the Minnesota Department of Education website displaying 'Minnesota Public Library Statistics'. The page features a table with columns for years from 2015 to 2023. The rows list various library types. The data in the table is as follows:

Library	2015 reports	2016 reports	2017 reports	2018 reports	2019 reports	2020 reports	2021 reports	2022 reports	2023 reports
County Public Library	2015 County Public Library	2016 County Public Library	2017 County Public Library	2018 County Public Library	2019 County Public Library	2020 County Public Library	2021 County Public Library	2022 County Public Library	2023 County Public Library
State Agency Regional Library	2015 State Agency Regional Library	2016 State Agency Regional Library	2017 State Agency Regional Library	2018 State Agency Regional Library	2019 State Agency Regional Library	2020 State Agency Regional Library	2021 State Agency Regional Library	2022 State Agency Regional Library	2023 State Agency Regional Library
Rural Public Library	2015 Rural Public Library	2016 Rural Public Library	2017 Rural Public Library	2018 Rural Public Library	2019 Rural Public Library	2020 Rural Public Library	2021 Rural Public Library	2022 Rural Public Library	2023 Rural Public Library
City Public Library	2015 City Public Library	2016 City Public Library	2017 City Public Library	2018 City Public Library	2019 City Public Library	2020 City Public Library	2021 City Public Library	2022 City Public Library	2023 City Public Library
Lanesboro Public Library	2015 Lanesboro Public Library	2016 Lanesboro Public Library	2017 Lanesboro Public Library	2018 Lanesboro Public Library	2019 Lanesboro Public Library	2020 Lanesboro Public Library	2021 Lanesboro Public Library	2022 Lanesboro Public Library	2023 Lanesboro Public Library

LANESBORO PUBLIC LIBRARY ~ GOVERNING BOARD: 2015-2024 (10 yrs + Governing Board)

https://public.education.mn.gov/WebsiteContent/LibraryListing.jsp?SEARCH_VALUE=L
(Screenshot from link)

Lanesboro
Public Library 2015_S1050.pdf 2016_S1050.pdf 2017_S1050.pdf 2018_S1050.pdf 2019_S1050.pdf 2020_S1050.pdf 2021_S1050.pdf 2022_S1050.pdf

LANESBORO PUBLIC LIBRARY ~ GOVERNING BOARD: 2015-2024 (10 yrs + Governing Board)

2015: Page 5

Library Board Of Trustees	
I01) Does this library have a governing Board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's Board of Trustees the governing authority or advisory?	Governing

2016: Page 7

Library Board Of Trustees	
I01) Does this library have a governing Board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's Board of Trustees the governing authority or advisory?	Governing

2017: Page 7

Library Board Of Trustees	
I01) Does this library have a governing Board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's Board of Trustees the governing authority or advisory?	Governing

2018: Page 7

Library Board Of Trustees	
I01) Does this library have a governing Board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's Board of Trustees the governing authority or advisory?	Governing

2019: Page 7

Library Board of Trustees	
I01) Does this library have a governing Board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's Board of Trustees the governing authority or advisory?	Governing

2020: Page 9

Library Board of Trustees	
I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Governing

2021: Page 9

BOARD, FOUNDATION, FRIENDS	
I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Governing

2022: Page 10

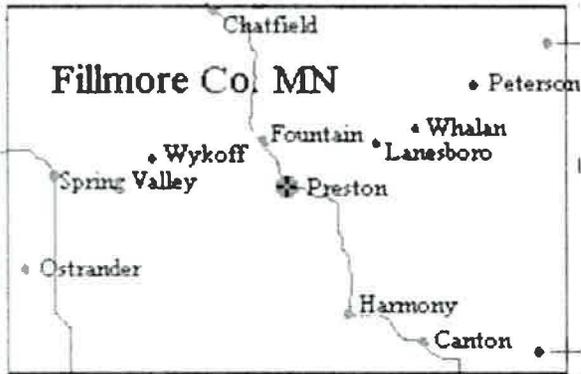
BOARD, FOUNDATION, FRIENDS	
I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Governing

2023-2024 Not uploaded onto the MDE Website by MDE yet—contact Tara Johnson for a recent copy-which she can share.

REGIONAL Library System: <https://education.mn.gov/MDE/dse/Lib/sls/Reg/> (<https://www.selco.info/>) FILLMORE COUNTY LIBRARIES ~ ALL GOVERNING BOARDS: (Total of 7 libraries including Lanesboro)

Fillmore County Libraries

- [Chatfield Public Library](#)
- [Harmony Public Library](#)
- [Lanesboro Public Library](#)
- [Mabel Public Library](#)
- [Preston Public Library](#)
- [Rushford Public Library](#)
- [Spring Valley Public Library](#)



MORE Library Information & Links:

[American Library Association, Public Library Statistics](#)

<https://www.ala.org/tools/research/librarystats/public>

Institute of Museum and Library Services, Public Libraries in the United States Survey

<https://www.imls.gov/research-evaluation/data-collection/public-libraries-survey>

<https://www.imls.gov/>

m DEPARTMENT OF EDUCATION

Search

About · Students and Families · Districts, Schools and Educators · Data Center · Office of the Inspector General

Library Statistics

Minnesota's public libraries are required by law to provide services, facilities, and staff to all residents of the state. The Minnesota Department of Education (MDE) is required to collect and report on the performance of public libraries in the state.

The Minnesota Public Library Annual Report (APLAR) includes data and digital measures related to facilities, services, programs, collections, staffing, access, and more. The report also includes information on the state's public libraries and provides a summary of the report's findings and recommendations.

- Annual Data Files
- Data Summaries
- Submitting Annual Reports

Library Statistics

Related MDE resources:

- Public Library Annual Reports
- 2010-2014

Related office resources:

- Public Library Data
- Minnesota Library Association
- Public Library Statistics
- Institute of Museum and Library Services
- Minnesota Public Library Statistics
- Minnesota Public Library Statistics
- Minnesota Public Library Statistics

State Libraries Mission Statement:

Table 2.5: State Library Services' Mission Statement, 2009

To provide the library services and information resources needed by Minnesotans, the Minnesota state library agency will

- Administer statewide library services;
- Develop and implement standards of accountability of state and federal funding recipients;
- Develop and implement statewide and regional library services, initiatives, and programs;
- Implement statewide planning and evaluation for library development for all types of libraries;
- Develop and implement standards for libraries;
- Provide leadership for career and education opportunities;
- Certify library eligibility for state and federal assistance;
- Advise the Governor, the Legislature, and regional and local governing bodies on library-related issues; [and]
- Facilitate partnerships between libraries and other agencies[.]

SOURCE: Minnesota Department of Education, "State Library Agency Vision and Mission," http://education.state.mn.us/MDE/Learning_Support/Library_Services/About_Us/001303, accessed January 13, 2010.

Y	SEC	REC	BOARD	BOARD	BOARD	FOUND	FRIENDS	UNION	STAT	DISP	POLIC	POSS	ACCS	TECH	INT	SPL	SERV
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	MN0082	Lanesboro Public Library	S1050	2022	SELCO	Yes	Appointed	Governing	No	2023	2020	2022	2022	2019	2019	2021	
	MN0082	Lanesboro Public Library	S1050	2022	SELCO	Yes	Appointed	Governing	No	2016	2020	2021	2021	2019	2019	2021	
	MN0082	Lanesboro Public Library	S1050	2024	SELCO	Yes	Appointed	Governing	No	2016	2020	2021	2021	2019	2019	2021	
	MN0082	Lanesboro Public Library	S1050	2020	SELCO	Yes	Appointed	Governing	No	2016	2020	2019	2018	2019	2019	2019	
	MN0082	Lanesboro Public Library	S1050	2019	SELCO	Yes	Appointed	Governing	No	2016	2015	2019	2018	2019	2019	2019	
	MN0082	Lanesboro Public Library	S1050	2018	SELCO	Yes	Appointed	Governing	No	2016	2015	2012	2018	2016	2012	2015	
	MN0082	Lanesboro Public Library	S1050	2017	SELCO	Yes	Appointed	Governing	No	2016	2015	2012	2018	2016	2012	2015	
	MN0082	Lanesboro Public Library	S1050	2016	SELCO	Yes	Appointed	Governing	No	2016	2015	2012	2018	2016	2012	2015	
	MN0082	Lanesboro Public Library	S1050	2015	SELCO	Yes	Appointed	Governing	No	2011	2012	2012	2018	2016	2012	2015	
	MN0082	Lanesboro Public Library	S1050	2014	SELCO	Yes	Appointed	Governing	No	2011	2004	2012	2018	2000	2012	2012	
	MN0082	Lanesboro Public Library	S1050	2013	SELCO	Yes	Appointed	Governing	No	2011	2004	2012	2018	2000	2012	2012	
	MN0082	Lanesboro Public Library	S1050	2012	SELCO	Yes	Appointed	Governing	No	2011	2004	2012	2018	2000	2012	2012	
	MN0082	Lanesboro Public Library	S1050	2011	SELCO	Yes	Appointed	Governing	No	2011	2004	2011	2018	2000	2011	2011	
	MN0082	Lanesboro Public Library	S1050	2010	SELCO	Yes	Appointed	Governing	No	1927	2004	2010	2018	2000	1997	2007	
	MN0082	Lanesboro Public Library	S1050	2009	SELCO	Yes	Appointed	Governing	No	1927	2004	2006	2018	2000	1997	2007	
	MN0082	Lanesboro Public Library	S1050	2008	SELCO	Yes	Appointed	Governing	No	1927	2004	2006	2018	2000	1997	2007	
	MN0082	Lanesboro Public Library	S1050	1998	SELCO	No	Appointed	Governing	No	1927	None	None	None	None	None	None	1997
	MN0082	Lanesboro Public Library	S1050	1998	SELCO	No	Appointed	Governing	No	1927	None	None	None	None	None	None	1997
	MN0082	Lanesboro Public Library	S1050	1997	SELCO	No	Appointed	Governing	No	1927	None	None	None	None	None	None	1997

Newspaper Articles: Lanesboro Library History:

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TO START MOVEMENT FOR A PUBLIC LIBRARY.

One of the great needs of the Lanesboro community is a public library.

The ladies of the community, realizing this need, have decided to start a movement with the end in view of securing an up-to-date library for Lanesboro. There can be no doubt about the success of this movement, when there is such a tremendous force back of it as the women of a community, united for one purpose.

The campaign will be started with a public meeting at the Lanesboro High School Auditorium Thursday evening next week, February 15th. The several women's clubs of the village have extended an invitation to Miss Clara Baldwin of the State Library Association to address this meeting, and she has accepted.

An urgent appeal is made to all citizens of Lanesboro to attend this meeting and hear Miss Baldwin speak. The auditorium should be packed that evening, because the matter to be discussed is one of the utmost importance to everyone in Lanesboro—taxpayers as well as others.

Don't fail to attend the library meeting at the High School Auditorium Thursday evening next week, February 15th.

TO LANESBORO MEMBERS OF THE ORDER OF AMERICAN YEOMEN:

Mice, Moles and Gop
at drug stores.

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Levang's weekly.. Collection:Levang's weekly (Lanesboro, Minn.) 1915-1933
Minnesota Historical Society 345 Kellogg Blvd. W. St. Paul, MN 55102 - This
material may be protected by copyright law (U.S. Code Title 17)

2024.04.01
Levang's Weekly
February 8, 1923

PUBLIC LIBRARY NOW ACTUALITY

Lanesboro School Library to Be
Opened to Public Wednesday,
January 23rd.

When Mr. L. M. Morrill took charge of the Lanesboro public schools last fall, he was confronted with a realization of the fact that the village was not the possessor of a public library, and that the library in connection with the schools amounted to next to nothing. In the school library were some hundred volumes, most of them in such a condition through constant use that they were worthless without re-binding. After sorting out the trash from this collection, about 250 volumes were left as a foundation for a library.

Superintendent Morrill set himself to the task of establishing a library for Lanesboro—a library for use not only of the students of the school, but of the public. He is the kind of man who doesn't talk much, but who does things,—and Lanesboro is finding it out. He realized that it would be unreasonable and impossible to add another tax burden on the community by the erection of a municipal library building;—and there didn't seem to be any prospect of any public spirited citizen donating such a building to the town. So he started looking around for a place for the public library-to-be.

In the northwest corner on the first floor of Lanesboro's magnificent school building was a large room used only for a store room. This he had cleared out. Gumbooling around the building he found twenty chairs, which were more or less superfluous in the school rooms. These were moved into the library room. Still more gumbooling around town, and Mr. Morrill located two large reading tables and a librarian's desk—the old secretary's desk in the Masonic lodge,—and three rockers which once upon a time were part of the equipment of the long defunct Commercial Club. These were acquired with practically no expenditure of cash. Then Sivert Swenson was given the job to build shelves to hold about 1500 volumes. The room was already heated, lighted and well ventilated, and it was ready to be used for a library but for one thing—the lack of books.

Early in the game Mr. Morrill had

Levang's weekly., Collection:Levang's weekly
(Lanesboro, Minn.) 1915-1933

Minnesota Historical Society 345 Kellogg Blvd.
W. St. Paul, MN 55102 - This material may be
protected by copyright law (U.S. Code Title 17)

Levang's weekly
January 17, 1924

taken the matter up with the local Board of Education, and the board appropriated \$250.00 for a library. The state aid amounts to \$40.00. The three ladies' clubs were interested, and the Tuesday Club, the Study Club, and the Travel Club raised a total of \$178.50. The Women's Civic League took up the matter and raised \$142.14. The several fraternal orders and other local organizations appropriated the following amounts to be used for magazine subscriptions: The Kiwanis Club \$4.00, the Masonic lodge \$4.00, the Tuesday Club \$4.00, the Study Club \$4.00, the Travel Club \$4.00, the Eastern Star \$4.00, the Rebekahs \$4.00, the Royal Neighbors \$3.00, the American Legion Women's Auxiliary \$4.00, the Catholic Ladies Altar Society \$4.00, the Women's Civic League \$4.00, the Lutheran Ladies Aid \$4.00, the Ancient Order of Hibernians \$2.00, and the Hibernian Ladies Auxiliary \$2.00. The total amount available for library purposes is now \$661.64.

Less than seven hundred dollars for this purpose is a ridiculous small amount and entirely inadequate; but here is what it has accomplished for a starter:

New books bought and already received, 282 volumes; books ordered, but not yet received, 120 volumes. With the old books left for a foundation there will be a total of 652 volumes in the library—only about one-third of what there should be.

Besides acquiring these books subscriptions have been entered for the following magazines and newspapers: Atlantic Monthly, Current History, Fashionable Dress, World's Work, Good Housekeeping, Harper's Magazine, Popular Mechanics, National Geographic Magazine, Mentor, Pan-American, American School Board Journal, American Boy, St. Nicholas, International Book Review, New York Times (Sunday Edition), American Magazine.

This week Miss Estes, assistant State Librarian, is here from St. Paul to catalog the books and organize the Lanesboro library. When this is completed, one of the teachers will be put in charge as the local librarian.

As already stated this library is primarily for the benefit of the students of the school, but arrangements will be completed to open the library to the public three afternoons

As already stated this library is primarily for the benefit of the students of the school, but arrangements will be completed to open the library to the public three afternoons and two evenings of each week. The formal opening of the library to the public will be on Wednesday afternoon, January 23rd.

A fine start has been made. Let every resident of the Lanesboro community from now on continue to back Superintendent Morrill in his great task of creating a real library for old Lanesboro.

It was Theodore Roosevelt who said, "An ounce of performance is worth more than a ton of complaint." In Lanesboro—as everywhere else—the complainers make much more noise than the performers.

Levang's weekly., Collection:Levang's weekly (Lanesboro, Minn.) 1915-1933
Minnesota Historical Society 345 Kellogg Blvd. W. St. Paul, MN 55102 - This material may be protected by copyright law (U.S. Code Title 17)

XI. Old Business:

- a. Library Personnel Policy Addendum

Mindy moved to table the 'Library Personnel Policy Addendum.' Sarah seconded. MC

XII. Other Business:

- a. Comments and Questions: N/A
- b. Next meeting, August 14, 2024 at 5:00pm

XIII. Adjourn: Stacey/Mindy moved to adjourn the Library Board Meeting. MC

LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

Secretary Notes * August 14, 2024

Location: ZOOM Virtual Mtg. & City Council Chambers

Time: 5:00 p.m.

Present: Jon Buggs-Chair, Alissa Sindelar-Vice Chair; Sarah Pieper-Treas.; Phil Holtegaard, Mindy Benson, Sjelja Goetzke; Tara Johnson-Library Director; Mitchell Walbridge-City Administrator; on ZOOM-Darla Taylor and Shirley Mulder

Absent: Stacey Schultz-Sec.

Agenda:

- I. Call to order: Jon called the meeting to order. Appointed Time Keeper: Mindy.
 - a. Public comments NA
- II. Approval of the Agenda: Mindy made a motion to approve the agenda and Sarah seconded. All in favor.
- III. Approval of the Minutes: Mindy made a motion to approve the July 10th minutes and Jon seconded. All in favor.
- IV. Treasurer's Report: **(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)**

Lanesboro Public Library Treasurer's Report
August 1, 2024

Donation Checking Account #618230

Beginning Balance:	July 1, 2024	\$4,588.51
Deposits:		
7/9/24 FOLL Annual Donation	\$7,000.00	
7/9/24 FOLL - Summer Reading Program Donation	\$350.00	
	\$7,350.00	
Disbursements:		
7/15/24 Check #5174 Fillmore County Journal Ad to announce monthly meeting date change to the 2nd Wednesday of the month	\$19.94	
7/16/24 Check #5175 Eagle Bluff Environ. Learning Center Summer Reading Program - Pond Exploration	\$250.00	
7/21/24 Check # 5176 Lanesboro Area Chamber Annual Membership 2025	\$100.00	
	\$369.94	
Ending Balance:	July 31, 2024	\$11,568.57

Rose Bell Fund Account #22802752

Beginning Balance:	July 1, 2024	\$3,119.72
Deposits:		
7/19/24 Bell Joint Trust - Brian F. Bell	\$100.00	
	\$100.00	
Disbursements:		
	\$0.00	
Ending Balance:	July 31, 2024	\$3,219.72

Phil approved Treasurer's Report and Sjeila seconded. All in favor.

- V. Financial Report:

- a. Budget balance: July 2024 ~ 68% Budget Income / 58% Budget Expenditures.
- b. Bills: August 2024 Bills = \$1181.58

Jon made a motion to approve the Aug budget and bills and Mindy seconded. All in favor.

VI. Director's PTO Hours: 0 hours.

VII. Circulation report: July 2024

- a. Door count 785
- b. (3 new library cards, 3 story times, 4 programs, 5 zoom meetings)
- c. Total checkout=1533 (1385 physical items/148 ebooks or audiobooks)

VIII. Committee Reports

- a. Personnel-Meeting next week to discuss director's yearly performance review.
- b. Friends of the Library Liaison-Anna announced several FOLL activities including a harp group the evening of 14Aug and several upcoming readings of plays.
- c. Public Relations-NA
- d. Budget-Will meet to set 2025 Budget by Sept.
- e. Grants & Fundraising-NA
- f. Policy-NA
- g. Building & Grounds-Phil and Jon met with Tara regarding a door for the audio room to create privacy. Phil spoke with a carpenter regarding the fountain location. Considering moving the current book-drop location to make room. Will get a quote.
- h. SELCO Board-Linda attended for the last time as liaison. Millie Halverson is the new president from Spring Grove. Christina Raider from Spring Valley. SELCO is getting a new ILS called Evergreen. They are still working with SELS to find a new provider.

IX. Director's Report

Administrative Projects

- Purchased books and materials for August
- Purchased supplies for SRP crafts
- Submitted final report for SELCO vetted programs
- Posts for library webpage, social media, PPT and posters
- SRP Thank you to MN legislators for legacy funds
- LACF Grant report submitted
- 2025 preliminary budget process
- Order Tax forms for 2024
- Compile Reports for library board meeting: materials for meeting
- Documenting ILS (Horizon) workflow procedures
- Generated SELCO Quarterly and monthly reports

Director's Activities:

- Met with Eliza: Library Board update 7/11
- Munchkin Program 7/11
- Story time 7/12
- Met with Eliza: Review SELCO's new standards 7/18
- Pond Exploration Program 7/18
- Story time 7/19
- Fillmore County Library Director's presentation 7/23
- Will B. Program 7/25
- Story time 7/26
- Met with Eliza: Libby update & schedule 7/30
- SELCO Advisory Committee 8/6

Circulation Desk

- Check-in / Check-out materials
- Assist Patrons
- Update & maintain computers
- Clean rugs, desks, tables, windows
- Pull List
- Reference Questions

- Fill Tubs for Sylvan & Kenilworth monthly
- Lost items report
- Materials repair

Update from SELCO, Overdrive (Libby) and One Book | One Minnesota



- ILS Vendor Selected: Equinox – Evergreen ILS
- User can now set up a recovery passkey in Libby (on supported devices) to back up your data.
- One Book | One Minnesota announces Summer 2024 Title: *Sharks in the Time of Savivors*, by Kawai Strong Washburn

One Book | One Minnesota is a statewide book club that invites Minnesotans of all ages to read a common title and come together virtually to enjoy, reflect, and discuss.

Register for the free virtual author conversation with Kawai Strong Washburn and V.V. Ganeshanathan on Wednesday, August 21 at 7 pm.

Access the E-book and Audiobook for free from July 29 - September 22

- X. New Business
 - a. SELCO Foundation CD for \$5,416.45 is expiring 06Sept2024. Alissa made a motion to approve a new 12-month CD and Jon seconded. All in favor.
- XI. Old Business
 - a. Board Structure

Sarah made a motion to table until next meeting so more can be learned about statutory city libraries having advisory or governing boards. Alissa seconded. All in favor.
- XII. Other Business
 - a. Comments and Questions: N/A
 - b. Next Meeting, September 11, 2024 at 5 p.m.
- XIII. Adjourn
 - a. Phil made a motion to adjourn the meeting and Mindy seconded. All in favor.

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING

Secretary Notes * September 11th, 2024

Location: ZOOM Virtual Mtg. & City Council Chambers Time: 5:00 p.m.

Present: Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Mindy Benson, City Council Rep. & Library Board Member, Sjeila Goetzke, Tara Johnson-Library Director

Absent: Jon Buggs-Chair.

Agenda:

I. **Call to order:** Alissa Sindelar called the meeting to order. **Appoint Time Keeper:** Mindy

II. **Approval of the Agenda:**

Stacey moved to approve the agenda. Phil seconded. MC

III. **Approval of the Minutes:**

Phil moved approval of the minutes. Sarah seconded. MC

IV. **Treasurer's Report: 0 changes**

(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

Lanesboro Public Library Treasurer's Report		
September 1, 2024		
Donation Checking Account #618230		
Beginning Balance:	August 1, 2024	\$11,568.57
Deposits:		
		\$0.00
Disbursements:		
		\$0.00
Ending Balance:	August 31, 2024	\$11,568.57
Rose Bell Fund Account #22802752		
Beginning Balance:	August 1, 2024	\$3,219.72
Deposits:		
		\$0.00
Disbursements:		
		\$0.00
Ending Balance:	August 31, 2024	\$3,219.72

Stacey moved approval of the Treasurer's Report. Sjeila seconded. MC

V. **Financial Report:**

a. Budget balance: August 2024 ~ 65% Budget Income / 68% Budget Expenditures

b. Bills: September 2024 Bills = \$977.29

Sarah moved approval of the September bills. Phil seconded. MC

VI. **Director's PTO Hours:** 0 Hours

VII. **Circulation report: August 2024**

- a. Personnel Committee: Tara Johnson, Library Director, Job Review (See New Business)
- b. Friends of the Library Liaison: FOLL: Meeting Monthly, Working on Student Library Card Campaign, Working on an upcoming reading of Pride & Prejudice.
- c. Public Relations Committee: N/A
- d. Budget Committee: N/A
- e. Grants & Fundraising Committee: N/A
- f. Policy Committee: N/A
- g. Building & Grounds Committee: Water Fountain Report- Rough Cost Estimate would be too high/costly.
- h. SELCO Board: London Losey, New SELCO Board Representative.

IX. Director's Report: (See 1 page of handout below)



LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT SEPTEMBER 2024

Administrative Projects

- Book Fall Author visit for November 6
- Preparing for migration to Evergreen Integrated Library System (http://www.evergreen.org/evergreen-ils-2024-advocacy-migration)
- Documenting ILS (Horizon) workflow procedures

Director's Activities:

- Met with Eliza: 8/15, 8/20, 8/27
- Crucible Reading with FOLL 8/21
- Plan MLA presentation with SELCO 8/20, 8/27
- SELCO Lunch & Learn (Borrower Record Clean-up) 8/21
- SELCO Scholarship for MN Library Association Conference 9/3
- Director's Learning Group 9/10

Circulation Desk

- Pull List (LAN books to send to other libraries)
- Weeding report for Large Print
- Assist patrons with Libby App

Update from SELCO

- Go live with Evergreen Integrated Library System (ILS) May 2025?

X. New Business:

- a. Representative to the SELCO BOARD: London Losey.

Sarah moved approval appointing London Losey to the SELCO Board. Stacey seconded. MC

- b. Library Sub: Erika Newton

Stacey moved approval to hire Erika Newton as a library substitute. Sarah seconded. MC

c. Library Director Job Review: The meeting was a 'Closed Meeting' pursuant to MN Statute 13D.05 subdivision 3(a) to evaluate the performance of Library Director Tara Johnson, who is subject to the Lanesboro Library Board of Trustee's authority.

XI. Old Business:

- a. Board Structure

XII. Other Business:

- a. Comments and Questions: N/A
- b. Next meeting, October 9th, 2024 at 5:00pm

XIII. Adjourn: Sarah/Mindy moved to adjourn the Library Board Meeting. MC

**LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING
Secretary Notes * October 9, 2024**

Location: ZOOM Virtual Mtg. & City Council Chambers Time: 5:00 p.m

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Mindy Benson, City Council Rep. & Library Board Member, Sjeila Goetzke, Tara Johnson-Library Director

Agenda:

I. Call to order: Jon called the meeting to order. **Appoint Time Keeper:** Mindy

II. Approval of the Agenda:

Stacey made a motion to approve the agenda with add of item d. to new business. Phil seconded. **MC**

III. Approval of the Minutes: Phil moved approval of the minutes. Sarah seconded. **MC**

IV. Treasurer's Report:

(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

Lanesboro Public Library Treasurer's Report October 1, 2024			Rose Bell Fund Account #22802752		
Donation Checking Account #618230			Rose Bell Fund Account #22802752		
Beginning Balance:	September 1, 2024	\$11,588.57	Beginning Balance:	September 1, 2024	\$3,219.72
Deposits:			Deposits:		
		<u>\$0.00</u>			<u>\$0.00</u>
Disbursements:			Disbursements:		
9/13/2024 Check #5177 Lanesboro Public School	\$150.00				
Summer Reading 1st Prize Donation (New playground equipment)					
9/13/24 Check #5178 Camp Companion	\$75.00				
Summer Reading 2nd Prize Donation					
9/13/24 Check #5179 Fillmore County Food Shelf	\$75.00				
Summer Reading 3rd Prize Donation					
		<u>\$300.00</u>			<u>\$0.00</u>
Ending Balance:	September 30, 2024	\$11,288.57	Ending Balance:	September 30, 2024	\$3,219.72

Stacey moved approval of the Treasurer's Report. Alissa seconded. **MC**

V. Financial Report:

a. Budget balance: September 2024 ~ 68% Budget Income / 71% Budget Expenditures

b. Bills: October 2024 Bills = \$1280.84

Stacey moved approval of the September bills. Alissa seconded. **MC**

VI. Director's PTO Hours: 16 Hours (10/17-10/18)

Alissa moved approval of the PTO hours. Sarah seconded. **MC**

VII. Circulation report: September 2024

'Back to School' Numbers—>

Monthly Stats					
Physical items:	Adult	Juvenile	Programs:	New library cards:	
1487	682	805	0	9	
Ebooks / audios:			Story times:	Meeting room use:	
156	131	25	1	3	

VIII. Committee Reports:

a. Personnel Committee: Tara Johnson, Library Director, Job Recommendation=Raise=Step

Stacey made a motion to move Tara Johnson from current grade 5/step 4 to the next step 5. Phil seconded. **MC**

Vote: Yes: Stacey, Phil, Alissa, Jon, Sarah, Sjeila / No: Mindy

Sarah made a motion to apply Tara Johnson's raise from her anniversary date in Sept. 2024. Phil. seconded. **MC**

Vote: Yes: Stacey, Phil, Alissa, Jon, Sarah, Sjeila / No: Mindy

b. Friends of the Library Liaison: FOLL: Meeting Monthly, Commonwealth of MA Pride & Prejudice.

c. Public Relations Committee: N/A

d. Budget Committee: N/A

e. Grants & Fundraising Committee: N/A

f. Policy Committee: N/A

g. Building & Grounds Committee: -Door on Mtg. Room

h. SELCO Board: N/A

IX. Director's Report: See 1 page of handout —>

X. New Business:

a. Robert's Rules of Order-reviewed language, explore, educate

Sarah made a motion to individually research Robert's Rules of Order, and come back with some findings at the next mtg. Mindy seconded. **MC**

b. Legal Representation

Sarah makes a motion to request research into what constitutes the Lanesboro Library Board governing or advisory from the City Administrator and Legal Counsel regarding the proposed ordinances. Stacey seconded. **MC**

Vote: Yes: Stacey, Alissa, Jon, Sarah, Sjeila, Mindy / No: Phil

c. Key for Brush Dump- Request to have 1 key available for library patrons.

d. Discuss upcoming City Council/Library Board Mtg-reminder to respond to email re: upcoming joint mtg

XI. Old Business: a. SELCO Foundation interest earned +\$291.69 CD # -3308

b. LACF Funds for water fountain (Return \$3000 to LACF-grant funds not used)

XII. Other Business: a. Comments & Questions:N/A b. Next meeting, Nov.13th,2024 5:00pm

XIII. Adjourn: Sarah/Mindy moved to adjourn the Library Board Meeting. **MC**

Joint Special Meeting between Lanesboro City Council and Lanesboro Public Library Board of Trustees

Secretary Notes

October 21, 2024

See City Council Approved (11/4/24) Minutes:

Approved 11/04/2024

Lanesboro City Council
Special Meeting Minutes
Monday, October 21, 2024 – 6:00 p.m.
Lanesboro Community Center Gymnasium & Zoom

Present Members:

Mindy Albrecht-Benson Chase Bakke Joe Goetzke Jason Resseman Kathryn Wade

Staff:

Mitchell Walbridge Darla Taylor David Haugen Mark Lawstuen Jerod Wagner
 Tara Johnson Joseph O'Koren

Guests:

Phil Holtegaard, Jon Buggs, Sjeila Goetzke, Stacey Schultz, Alissa Sindelar, Sarah Pieper, Bonita Underbakke, Robert Vagts, Marilyn Vagts, Emily Moore, Carol Anderson, Don Lukkason, Ceil Allen, Jerome Ritter, Kay Wold, Jon Nicol, Delia Bell, Sandy Webb, Anna Loney, Rebecca Damron, Gary Lea, Carol, Linda Tacke, Vicki Chambard-Torkelson, Tom Brudvig, Carolyn Smith, Dave Susag, Carol Neary, Molly Gage; *Zoom*: Linda Hennessey, TLH, Sheila Walbridge

Special Meeting

Call to Order: Mayor Resseman called to order the Special Meeting at 6:00 p.m.

Agenda Approval: Member Wade entered a motion to approve the agenda as submitted; Member Albecht-Benson seconded the motion; Motion carried with all in favor. The Lanesboro Public Library Board took time to approve its agenda.

New Business

- A. Governance Structure of the Lanesboro Public Library Board:** Library Board Chair Jon Buggs presented an opening statement. Members of the city council and the library board discussed the sequence in which members would share comments. The library board considered and passed a motion to alternate between library board members and city council members as the recognized speakers. Member Goetzke entered a motion to alternate between library board members and city council members as the recognized speaker when sharing comments; Member Albrecht-Benson seconded the motion. Member Bakke expressed that comments going back and forth may fuel animosity where there is already tension. Member Bakke stated he wants to work with the library board to determine what is the best path forward for the city and the library. Member Wade commented that she does not want to rehash the past in the discussion. Member Wade expressed her intention for agreeing to this meeting to hear all points of view and find the best pathway forward. Motion carried with all in favor.

Following comments shared by city council members and library board members, Mayor Resseman suggested the city council and the library board either appoint a committee to continue discussion or schedule another joint meeting to address specific topics about the library's responsibilities in the city's organizational structure.

A roll call was completed to gauge if members were in favor of forming a committee to continue discussions. Members Jon Buggs, Alissa Sindelar, Kathryn Wade, and Chase Bakke voted in the affirmative to form a committee; Members Stacey Schultz, Sarah Pieper, Sjeila Goetzke, Phil Holtegaard, Joe Goetzke, Mindy Albrecht-Benson, and Jason Resseman voted in opposition to form a committee. Roll call vote failed.

A roll call was completed to gauge if members were in favor of holding separate city council and library board workshops for each to create a list of talking points for a future joint meeting. Members Jon Buggs, Stacey Schultz, Sarah Pieper, Sjeila Goetzke, Phil Holtegaard, Joe Goetzke, Kathryn Wade, Chase Bakke, Mindy Albrecht-Benson, and Jason Resseman voted in favor of having separate

Approved 11/04/2024

workshops to create bulleted talking points followed by another joint meeting of the city council and library board; Member Alissa Sindelar voted in opposition to having separate workshops. Roll call vote approved.

The parties agreed to have their workshops completed no later than November 15, 2024, at which time the city administrator will schedule another joint meeting between the city council and the library board.

Mayor Resseman adjourned the meeting at 7:06 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

Special Meeting / Workshop

Lanesboro Public Library Board of Trustees

Secretary Notes
October 28, 2024

Zoom Meeting & In Person Options

Location: Lanesboro Community Center

Time: 6:00 p.m.

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Mindy Benson, City Council Rep. & Library Board Member, Sjeila Goetzke, Tara Johnson-Library Director

*Zoom Invite/Observation from a member of the mediation team @ League of MN Cities: Aimee Gourlay

- I. Call to Special Meeting / Workshop to order: Jon called the meeting to order.
 - a. Agenda Approval
Phil made a motion to approve the agenda. Sarah seconded. MC
 - b. Public Comments
- II. New Business – 50 minutes
 - a. Bullet points for Board Structure
 - 1) Personnel, 2) Income/Fees/Assessments, 3) Communication, 4) Ordinance (Currently Missing), 5) Funding (SELCO, County, City), 6) Governing vs Advisory, 7) Budget/Purchases, 8) All Policies (Library vs City), 9) Board Appointments

Sarah made a motion to accept the assistance of MN League of MN Cities as a mediator between the library board and city council. Mindy seconded. MC

Wksp Mtg. Notes from Aimee Gourlay (Sent to Mitchell Walbridge and forwarded to Stacey Schultz via email: 10/30/24)

Personnel Policy

- Disciplinary action - process for handling personnel issues
- Employee review/evaluation
- Appropriate for the library (if city policies, then include library)
- Director's appointment, contract and annual review process

Communication Channels

- Sharing information with library (mentioned personnel concerns with board, personnel committee. ?)
- Monthly communication between library director and city admin (for example, adding cameras)

Transparency

- 4 years of library agenda -- four years on the city website, or link to
- City/library communication about decisions

Finances

- No additional fees to library
- No loss of funding
- Library board manages budget, approved by city council (as usual? Any desired changes?)
- Funding remains the same (SELCO, County, City)

School Board Members

- Process for removal, follow the statute for conduct
- Board appointments

Relationships

- Get on the same page. Keep "feeling like the rug is being pulled out from under us."
- Some sense that they are being "blamed" not valued.

Method of Enacting Decisions

- Ordinance (new or updated), other policies, etc.?
- Advisory vs governing/what does governing mean?

- III. Other Business -- 5 minutes
 - a. Comments and Questions
 - b. Next monthly library board meeting, November 13, 2024 at 5:00 pm
 - IV. Adjourn Jon/Phil moved to adjourn the Library Board Meeting. **MC**
- 1 of 1 page for **October 28, 2024** – Special Meeting / Workshop ~ Lanesboro Library Board Minutes.
Respectfully Submitted by: Stacey Schultz 11-10-2024

**LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING
Secretary Notes * November 13, 2024**

Location: ZOOM Virtual Mtg. & City Council Chambers Time: 5:00 p.m

Present: Jon Buggs-Chair., Sarah Pieper-Trease., Stacey Schultz-Sec., Phil Holtegaard, Mindy Benson, City Council Rep. & Library Board Member, Sjeila Goetzke, Tara Johnson-Library Director

Absent: Alissa Sindelar- Vice-Chair

Agenda: I. Call to order: Jon called the meeting to order. **Appoint Time Keeper:** Mindy

II. Approval of the Agenda:

Sarah made a motion to approve the agenda with add. of items 'd. SELCO Board' and 'e. Patron Survey' to new business. Mindy seconded. **MC**

III. Approval of the Minutes: Oct. 9, Oct. 21, Oct. 28

Mindy moved approval of the October 9, 2024 minutes. Jon seconded. **MC**

Mindy moved approval of the October 21, 2024 minutes. Sjeila seconded. **MC**

Jon moved approval of the October 28, 2024 minutes. Phil seconded. **MC**

IV. Treasurer's Report:

(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

Lanesboro Public Library Treasurer's Report	
November 1, 2024	
Donation Checking Account #618230	Month of October, 2024
Beginning Balance:	\$11,269.57
Deposits:	
10/25/24 Donation from Leland Peterson	\$250.00
	\$250.00
Disbursements:	
10/7/24 Check #5180 Lanesboro Area Comm Foundation	\$3,000.00
Returned grant money, unable to use grant to install a water fountain in a timely manner. LACF requested the return of funds. Can reapply.	
10/25/24 Check #5181 Phil Holtegaard	\$49.72
Purchase of door handles for children's room & meeting room.	
	\$3,049.72
Ending Balance:	\$8,468.85
Rose Bell Fund Account #22802752	Month of October, 2024
Beginning Balance: \$3,219.22	Ending Balance: \$3219.72
Deposits: 0.00	Disbursements: 0.00

Stacey moved approval of the Treasurer's Report. Mindy seconded. **MC**

V. Financial Report:

a. Budget balance: October 2024 ~ 75% Budget Income / 79% Budget Expenditures

b. Bills: November 2024 Bills = \$925.34

Phil moved approval of the November bills. Sarah seconded. **MC**

VI. Director's PTO Hours: 80 Hours (Nov. 25,26,27 / Dec. 2,13,19,20,23,26,27)

Sarah moved approval of the Director's PTO hours. Stacey seconded. **MC**

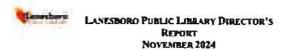
VII. Circulation report: October 2024

'+17 FREE Books handed out on 10/31/24'

	Monthly Stats			
Physical Items:	Adult	Juvenile	Programs:	New library cards:
1467	898	569	0	6
Ebooks / audios:			Story times:	Meeting room uses:
185	161	24	1	2

VIII. Committee Reports:

- Personnel Committee: N/A
- Friends of the Library Liaison: FOLL: Meeting Monthly, Commonweal & FOLL=Pride & Prejudice.
- Public Relations Committee: N/A
- Budget Committee: N/A
- Grants & Fundraising Committee: N/A
- Policy Committee: N/A
- Building & Grounds Committee: -Door on Mtg. Room
- SELCO Board: 'See New Business'



IX. Director's Report: -----> See 1 page of handout ----->

X. New Business:

a. SELCO Foundation CD (\$1039.89)

Sarah made a motion to roll over funds to Edward Jones. Sjeila second Vote: Sarah = yes / All others = no

Sarah made a motion to bring CD funds into library checking acct. Sjeila

b. Mediation Process - Goal=To meet in person.

c. 2025 Closed Dates

St 2025 Library Closed Dates: **the 2025 Closed Dates. Jon seconded. MC**

- January 1: New Year's Day 2025 (W)
- January 20: Martin Luther King, Jr. Day (M)
- February 17: Presidents' Day (M)
- April 18: Good Friday
- May 26: Memorial Day (M)
- June 7: Rhubarb Festival (Sa)
- June 14: Art in the Park (Sa)

our new SELCO Rep. London Losey is moving out of state. The SELCO Board position
ppoint Stacey Schultz to the SELCO Board. Jon seconded. **MC**

Administrative Process

- Report submitted for SELCO Scholarship (MN Library Association Conference)
- Print the migration to Evergreen Integrated Library System
- Discontinuing ILS (Request track new reviews)
- MN Author Tour report submitted to SELCO
- Bookings SELCO Virtual program for 9/9/2024

Director's Activities

- Met with Ellen 10/4 & 11/5
- Met with Erik 10/20 & 11/7
- MN Library Association Conference 10/24
- MN Author Tour: Fenna Wilhelm Walden 11/6
- Director's Advisory Meeting 11/7

Circulation Desk

- Request the meeting on line items
- Patron database cleanup report

Updates from SELCO

- ILS (Integrated Library System) User group to begin mid-November

Sarah made a motion to have the PR Committee meet to develop a survey for patrons regarding library wants & needs. Mindy seconded. MC

XI. Old Business: a. Roberts Rules of Order-Board Members shared their RRO research.

XII. Other Business: a. Comments & Questions

-Sarah shared that she would like to step away from the Treasurer Position.

b. Next meeting, Dec.11th, 2024 5:00pm

XIII. Adjourn: Phil/Mindy moved to adjourn the Library Board Meeting. **MC**

November 13, 2024- Lanesboro Library Board Minutes. Respectfully Submitted by: Stacey Schultz 12-9-2024

Joint Special Meeting between Lanesboro City Council and Lanesboro Public Library Board of Trustees

Secretary Notes
November 19, 2024

Zoom Meeting & In Person Options

Location: Lanesboro Community Center

Time: 5:30 p.m.

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Mindy Benson, City Council Rep. & Library Board Member, Sjeila Goetzke, Tara Johnson-Library Director

*Facilitator of mtg: Member of the mediation team @ League of MN Cities: Aimee Gourlay.

a. I. Call to Special Meeting / Workshop to order: Jon called the meeting to order.
Stacey made a motion to invite Lanesboro Library Director, Tara Johnson, to the main table to be present during the joint mtg. Phil seconded. MC

a. Agenda Approval

Sarah made a motion to approve the joint agenda. Alissa seconded. MC

~~b. Public Comments~~

b. II. New Business

a. Board Structure Discussion with Mediator, Aimee Gourlay

*See attached City Council Mtg notes re: Joint Mtg.

Approved 12/02/2024

**Lanesboro City Council
Special Meeting Minutes
Tuesday, November 19, 2024 – 5:30 p.m.
Lanesboro Community Center Gymnasium & Zoom**

Present Members:

Mindy Albrecht-Benson Chase Bakke Joe Goetzke Jason Resseman Kathryn Wade

Staff:

Mitchell Walbridge Darla Taylor David Haugen Mark Lawstuen Jerod Wagner
 Tara Johnson Joseph O’Koren

Guests:

Anna Loney, Emily Moore, Carol Anderson, Kay Wold, Bonita Underbakke, Susan Roland, Linda Tacke, Carol Dixon, Delia Bell, Linda Hennessy, Jon Nicol, Betsy Holbrook, Robin Holbrook, Sandy Webb, Peter Torkelson, Vicki Chamard-Torkelson, Ann Lowe, Alicia Pearson, Megan Rutter; Zoom – Sheila Walbridge, Shirley Mulder, Deane Benson

Special Meeting

Call to Order: Mayor Resseman called to order the Special Meeting at 5:30 p.m.

Agenda Approval: Member Albrecht-Benson entered a motion to approve the agenda as presented; Member Wade seconded the motion. Motion carried with all in favor. The Lanesboro Public Library Board took time to approve its agenda.

Mayor Resseman introduced Aimee Gourlay, League of Minnesota Collaboration Service Manager, as the facilitator of the meeting.

Members discussed the terms of the draft ordinances that would regulate the Lanesboro Public Library Board.

- **31.80 Establishment and Purpose of the Library Board:** Member Resseman entered a motion to strike the term ‘advisory’ from draft ordinance 31.80; Member Goetzke seconded the motion. Members noted that this is common ground of agreement with library board members. Motion carried with all in favor.
- **31.81 Composition:** Members discussed the quantity of library board seats for the composition of the library board. To provide uniformity with other boards and commissions of the City of Lanesboro, establishing the board as a five-member board was discussed at length. Member Goetzke entered a motion amend draft ordinance 31.81 with the following changes:
 - o Subdivision A shall read, “The Library Board shall consist of (5) five members...”
 - o Subdivision B shall read, “Of the five (5) members, one (1) shall be a City Council person...”
 - o Subdivision B shall read, “The Mayor, with the consent of the City Council, may remove any member for misconduct or neglect.”
 - o Subdivision C shall read, “The library board shall choose one (1) of its members as president and one (1) member as secretary and appoint other officers as it deems necessary.”
 Member Albrecht-Benson seconded the motion. Motion carried with all in favor.
- **31.82 Powers and Duties of Board:** Members discussed language regarding the selection of a qualified library director. Member Goetzke entered a motion to amend draft ordinance 31.82 Subdivision B to read, “In accordance to the City’s personnel policy, the library board shall appoint a qualified library director and other staff as necessary, set compensation of employees, and remove any of them for cause.” Member Wade seconded the motion. Library Board Secretary Stacey Schultz expressed concern

Approved 12/02/2024

over Subdivision E regarding ~~maintenance and care for library property~~. Schultz felt that the subdivision

2 of 2

Approved 12/02/2024

over Subdivision E regarding maintenance and care for library property. Schultz felt that the subdivision was unnecessary. Administrator Walbridge responded, stating the library does indeed have real property, including its collection of books, and questioned why the board would not want to be responsible for its real property. No change was made to Subdivision E. The motion on the table passed with all members in favor.

- **31.83 Library Funds:** Member Goetzke entered a motion to amend draft ordinance 31.83 Subdivision A by striking "or City Council" regarding payout of library funds; Member Albrecht-Benson seconded the motion. Administrator Walbridge brought to the city council's attention that the library has separate checking accounts outside of the city treasury. Administrator Walbridge stated he felt this is unnecessary as the city accounting software and chart of accounts can fully manage donations and earmark funds received as donations for specific purposes. Library board treasurer Sarah Pieper stated that consolidating the funds would yield efficiency in overall management of the funds and procedural processes. The motion passed with all members in favor.

Mayor Resseman articulated that the newly formulated draft language would be on the agenda at a future city council meeting for public hearing and consideration of adoption of the ordinances.

Aimee Gourlay stated the next part of the process is discussing the details and formalizing the details of the governance structure in a document that clearly articulates roles and responsibilities for defined tasks. Gourlay recommended this process take place in smaller group settings with final recommendations going to both parties for adoption.

Mayor Resseman adjourned the special city council meeting at 7:22 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

c. Comments and Questions

d. Next monthly library board meeting, Dec 11, 2024 at 5:00 pm

e. IV. Adjourn Sarah/Stacey moved to adjourn the Library Board Meeting. **MC**

Nov. 19, **2024** – Special Meeting / Workshop ~ Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 12-9-2024

**LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING
Secretary Notes * December 11, 2024**

Location: **ZOOM Virtual Mtg. & City Council Chambers** Time: 5:00 p.m

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair., Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Mindy Benson, City Council Rep. & Library Board Member, Sjeila Goetzke, Tara Johnson-Library Director

Agenda:

I. Call to order: Jon called the meeting to order.
Public Comments

II. Approval of the Agenda:

Mindy moved to approve the agenda with add. of items 'Old Business: b. Ordinance' and 'New Business: f. Mitchell Walbridge, City Administrator, consider option to join the library board at the table. Sarah seconded. MC

III. Approval of the Minutes: Nov. 13, Nov. 19

Sarah moved approval of the Nov. 13, 2024 minutes. Mindy seconded. MC

Sarah moved approval of the Nov. 19, 2024 minutes. Mindy seconded. MC

IV. Treasurer's Report:

(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

Lanesboro Public Library Treasurer's Report	
December 1, 2024	
Donation Checking Account #618230	
Month of November, 2024	
Beginning Balance: \$8458.85	Ending Balance: \$18672.44
Deposits:	
11/21 Deposit: Cash Out on 5 month CD	\$10,203.59
\$10,000 CD with Interest Earned	
Disbursements: 0.00	
Checks still outstanding:	
#5177 Lanesboro Public School	\$150.00
#1579 Filmore County Food Shelf	\$75.00
Rose Bell Fund Account #22802752	
Month of November, 2024	
Beginning Balance: \$3,219.72	Ending Balance: \$3219.72
Deposits: 0.00 Disbursements: 0.00	

Stacey moved approval of the Treasurer's Report. Alissa seconded. MC

V. Financial Report:

a. Budget balance: November 2024 ~ 75% Budget Income / 86% Budget Expenditures

b. Bills: December 2024 Bills = \$1028.78

Stacey moved approval of the December bills. Phil seconded. MC

VI. Director's PTO Hours: 0 Hours

VII. Circulation report: November 2024

		Monthly Stats			
Physical Items:	Adult	Juvenile	Programs:	New library cards:	
1174	846	328	2	4	
Ebooks / audios:			Story times:	Meeting room use:	
156	139	17	1	2	

VIII. Committee Reports:

a. Personnel Committee: N/A

b. Friends of the Library Liaison: FOLL: Meeting Monthly, Commonweal & FOLL=Pride & Prejudice.

c. Public Relations Committee: *See 'Patron Survey' in New Business.

d. Budget Committee: Mindy reported the 2025 Budget was approved by the Council @Dec. Mtg.

e. Grants & Fundraising Committee: N/A

f. Policy Committee: N/A

g. Building & Grounds Committee: Holiday lights up on outdoor trees. Tempered Glass-book drop change/update - so on 'HOLD' for now -due to cost, etc.

h. SELCO Board: Stacey Schultz did onboarding at SELCO Office on Tuesday, December 10th, 2024.

IX. Director's Report: -----> See 1 page of handout ----->



LANESBORO PUBLIC LIBRARY DIRECTOR'S
REPORT
DECEMBER 2024

Administrative Projects

- Database clean-up for migration to Evergreen Integrated Library System
- Documenting ILS (Horizon) workflow procedures
- Training Task Force for Evergreen ILS
- Continued Booking SELCO Vetted programs for SRP 2025

Director's Activities:

- Met with Eliza: 11/14 & 12/2
- Story time 11/22
- Director's Advisory Meeting 12/10

Circulation Desk

- Report for missing or lost items
- Book Repair

Update from SELCO

- Go Live Date for Evergreen will be Thursday, May 1, 2025.

X. New Business:

- a. Merchants Bank CD (\$10,000)

Sarah made a motion to roll \$10,000 Merchants Bank CD funds right back into a CD. Stacey seconded. MC
Stacey motioned to lock in \$10,000 Merchants Bank CD funds for 6 mos. (Int. Rate: 4.09%) Mindy seconded. MC

- b. Job Review-Eliza M.*Congratulations on 20 years of Service at the Lanesboro Public Library.

(12/1/04)

Phil moved approval of Eliza M.'s Job Review. Sjeila seconded. MC

- c. Library Board Applicants: Due Date: Friday, December 13th, 2024 @ City Office (3:00pm)

-Dec. 16th, Applications will be looked over and will pass on two additions from the library board to the city council.

- d. OML (Open Meeting Law) Training- Explore the one-pager / informational document.

- e. Patron Survey - Board Members shared suggestions/updates to the survey.PR Committee will update.

- f. Mitchell Walbridge, City Administrator-consider option to join the library board at the table.

Mindy moved to table the consideration of the City Administrator option to join the library board at the table. Sarah seconded. MC

XI. Old Business:

- a. Library Survey
b. Ordinance

XII. Other Business:

- a. Comments & Questions

Stacey made a motion to write a letter of No Confidence to the Lanesboro City Council. Sarah seconded. MC

- b. Next special meeting, Dec. 16th, 2024 @5:00pm. Next regular meeting, Jan.8th, 2024 @5:00pm.

XIII. Adjourn: Jon/Phil moved to adjourn the Library Board Meeting. **MC**

December 11, 2024- Lanesboro Library Board Minutes. Respectfully Submitted by: Stacey Schultz 12-14-2024

Special Meeting Lanesboro Public Library Board of Trustees

Secretary Notes
December 16, 2024

Zoom Meeting & In-Person Options

Location: Lanesboro Community Center /Time: 5:00 p.m.

Present: Jon Buggs-Chair., Alissa Sindelar- Vice-Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Phil Holtegaard, Mindy Benson, City Council Rep. & Library Board Member, Sjeila Goetzke, Tara Johnson-Library Director

- I. Call Special Meeting to order: Jon called the meeting to order.
a. Agenda Approval

Jon made a motion to approve the agenda. Sarah seconded. MC

- II. Approval of Minutes:

Mindy made a motion to approve the 12-11-24 Library Board Minutes. Sjeila seconded. MC

- III. New Business

a. Review Library Board Applicants: (8 total applications: Phil Holtegaard, Sandra Webb, Sarah Pieper, Molly Gage, Tamara DeGarmo, Bonita Underbakke, JoAnna Pruett, Susan Ritter)

1st: Each Library Board Member suggested 3 names, from which the following top votes: Molly received 5 votes, Sarah received 4 votes, Tamara received 3 votes, Susan received 3 votes, Sandy received 3 votes.

2nd: Each Library Board Member suggested 1 name to 'break the tie' between Tamara, Susan, Sandy.

3rd: Tamara=4 votes, Sandy=2 votes, Susan 1 vote.

Stacey made a motion to approve the following 3 people to the Library Board for 3 open spots on the 7 member board: Molly Gage, Sarah Pieper, Tamara DeGarmo. Jon seconded. MC

- b. Letter of no confidence:

Stacey made a motion to approve the letter of no confidence. Mindy seconded.

Roll Call Vote: Mindy(no), Sjeila(no), Alissa(no), Jon(no), Sarah(no), Phil(no), Stacey(yes).

Vote was 6-1 against; motion failed.

- c. Library Survey:

Alissa made a motion to approve the Library Survey. Mindy seconded. MC

- IV. Other Business

a. Comments and Questions

b. Next monthly library board meeting, January 8, 2025 at 5:00 pm

- V. Adjourn

Phil/Mindy moved to adjourn the Library Board Meeting. MC

Dec. 16, 2024 – Special Meeting ~ Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 1-5-2025