

Lanesboro Public Library Board
Wednesday, February 4th – 5:00 p.m.
Lanesboro City Council Chambers

Present: Gwen Harmon, Mary Junko-Isle, Sjeila Goetzke. *Via Zoom:* Mindy Albrecht-Benson

Absent: Anna Lane

Staff: Mitchell Walbridge

Chairperson Goetzke called the meeting to order at 5:04pm

A. Public Comments

- Peter Torkelson: expressed concern about the method of roll call. Torkelson noted that the proposed resolution said Friends of the Library, when the accurate name is Friends of Lanesboro Library. Expressed concerns about the role of the interim library director.
- Stacey Schultz: Thanked Tara Johnson and Eliza Mitchell for their dedication to the library. Stated that she hopes to see independence and strength in incoming library employees. Schultz expressed concern about the SELCO meeting attendance from the City of Lanesboro. Schultz urged the board to consider the resolution and do what is best for the Lanesboro community.

B. Agenda Approval

- Member Albrecht-Benson moved to approve the agenda as provided; Member Harmon seconded. All in favor, motion carried.

C. Approval of Minutes: Regular Meeting, January 14, 2026

- Member Albrecht-Benson moved to approve the minutes as provided. Chair Goetzke seconded. All in favor, motion carried.

D. Financial Reports

a. Accounts Payable

b. January 2026 Budget Summary

- Member Harmon moved to approve the bills. Chair Goetzke seconded.
Discussion: Member Junko-Isle confirmed with Administrator Walbridge that all bills will show up in the budget, even if paid out of donation funds. All in favor, motion carried.

E. Circulation Report

- Administrator Walbridge noted that engagement in Facebook posts is up and that the door count is being done by hand rather than using the door counter. Member Junko-Isle suggested that it might be helpful to see how many individual library cards were used each month.

Committee & Staff Reports

A. City Council

- a. Member Albrecht-Benson stated that there was nothing new to report.

B. Friends of Lanesboro Library Liaison

- a. Sarah Pieper, FOLL president: noted the annual meeting and potluck with a good turnout and a lot of support, did a farewell for Tara and Eliza, and sent out updated bylaws. Pieper is the new FOLL president and other officers remain the same. Pieper urged open communication between the FOLL and the Library Board, wanting to see positive communication to support the success of the library.
- b. Chairperson Goetzke noted that future reports would be given by the Library Board liaison to the FOLL.

C. SELCO Board Liaison

- a. Stacey Schultz passed out the draft minutes from the most recent SELCO meeting, and noted that most libraries have SELCO liaisons on the SELCO board but there is some overlap between libraries.
- b. Member Albrecht-Benson asked if the SELCO Board and SELCO Foundation are the same or separate entities.

D. Director's Report

- a. Administrator Walbridge noted that there was an increase in new library cards due to visits to the school.
- b. Walbridge overviewed the recruitment process for incoming library staff noting 14 applicants for Library Director and 18 for Library Assistant.
- c. There are currently daily trivia questions, and an upcoming author event.
- d. The MN Department of Education annual report is being worked on.
- e. Walbridge informed the board that a grant supporting summer programming was applied for.

Continued Business

A. Consider SELCO Foundation/SMIF Memorandum of Understanding

- a. Chairperson Goetzke asked Administrator Walbridge to give background: SELCO foundation used to hold funds for libraries but has transferred this to SMIF. Administrator Walbridge has talked with the state auditor and other entities but was unable to get concrete answers regarding city funds. The concerns are that it potentially doesn't meet the requirements for public funds, and that any accessing of the funds would require SELCO Library Foundation board approval. Administrator Walbridge noted that there are alternative funds that the money could be stored in, specifically mentioning the 4M fund as it meets all requirements.
- b. Chairperson Goetzke noted point six and eight in the SMIF MOU, with potential implications for accessing money and including SMIF on all library promotional materials, Member Harmon noted this would impact library board control, which Member Albrecht-Benson agreed with.

- c. Member Junko-Isle questioned if there would be any broader implications with SELCO if the board chooses to not use SMIF.
- d. Chairperson Goetzke asked Administrator Walbridge to overview the 4M fund who noted the average yield, withdrawal abilities, and the usage of it by other departments.
- e. Member Albrecht-Benson moved to not engage with the SMIF Memorandum of Understanding, withdraw library funds currently held by SELCO/SMIF to be moved to the Library Fund at Merchants Bank temporarily and to determine the location of the funds at the March meeting; Member Harmon seconded. All in favor, motion carried.

B. Discuss Library Board Book Talk

- a. Member Harmon noted that it was fun and attendance wasn't too high.

C. 100th Anniversary of the Lanesboro Public Library

- a. Administrator Walbridge encouraged board members to contribute ideas for events or activities.

New Business

A. Consider Appointment of Library Director

- a. Administrator Walbridge along with the recruitment committee brought forward the recommendation of Luke Wahl for the position of Library Director at grade 5, step 1. Walbridge noted the background of Wahl, his previous roles, and communication skills.
- b. Member Albrecht-Benson asked if the offer had already been extended, Administrator Walbridge noted that it was offered contingent on board approval and had been accepted by Wahl.
- c. Member Albrecht-Benson moved to approve the hiring of Luke Wahl at grade 5, step 1 in the position of Library Director; Member Harmon seconded. All in favor, motion carried.

B. Consider Appointment of Assistant Librarian

- a. Administrator Walbridge along with the recruitment committee brought forward the recommendation of Ruth Mikos for the position of Assistant Librarian at grade 1, step 3. Walbridge noted her current position and experience in customer service, record keeping and clerical work.
- b. Member Albrecht-Benson moved to approve the hiring of Ruth Mikos at grade 1, step 3 in the position of Assistant Librarian; Member Harmon seconded. All in favor, motion carried.

C. Discuss SELCO Board Appointment

- a. Chairperson Goetzke moved to remove Stacey Schultz as the SELCO board liaison and replace her with a current Lanesboro Library Board member; Member Harmon seconded. *Discussion: Member Junko-Isle noted that it would be*

important to have a current board member on the SELCO board, especially with many new board members. All in favor, motion carried.

D. Consider Resolution 2026-01: Clarifying the Relationship Between the Library Board, Library Staff, and the Friends of the Library

- a. Member Junko-Isle brought up the consideration that the incoming Library Director may have a different vision of the relationship between the board, staff and FOLL. Chair Goetzke noted that the intent of Resolution 2026-01 is to clarify the relationship with two new staff starting and that the new director can propose revisions. Member Junko-Isle restated that the resolution is clarifying current relationships, not redefining any relationships and suggested that the final resolution should use the proper name of the FOLL group.
- b. Member Albrecht-Benson moved to pass Resolution 2026-01 with the edit of "Friends of the Library" to "Friends of Lanesboro Library"; Member Harmon seconded. All in favor, motion carried.

E. Consider Computer Purchase

- a. Administrator Walbridge suggested updating the library director's computer to match with other administrative staff. The cost would be approximately \$1,500 including security.
- b. Member Harmon moved to approve spending up to \$1,500 on a new computer for the library director; Member Albrecht-Benson seconded. All in favor, motion carried.

F. Review Circulation Policy

- a. Administrator Walbridge noted that this was brought to board review based on the policy review calendar agreed on by the board, with some adjustment due to staff turnover. It was noted that there are no major changes but statutes and formatting were updated. Member Albrecht-Benson moved to approve the Circulation Policy as presented; Member Junko-Isle seconded. All in favor, motion carried.

G. Review Patron Data Privacy Policy

- a. Member Junko-Isle moved to approve the Patron Data Privacy Policy as presented; Member Harmon Seconded.

Chairperson Goetzke adjourned the meeting at 5:57 p.m.

Respectfully submitted,

Mary Junko-Isle
Secretary

A handwritten signature in black ink, appearing to read 'MJ-Isle', written in a cursive style.