

**Lanesboro City Council
Special Meeting Minutes
Monday, November 4, 2024 – 5:00 p.m.
Lanesboro Community Center Meeting Room & 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: Jon Nicol, Anna Loney, Peter Torkelson, Vicki Chambard-Torkelson, Delia Bell, Sheila Walbridge, Alissa Sindelar, Shirley Mulder, Sjeila Goetzke, Aimee Gourlay, Bonita Underbakke, Tara Johnson

Special Meeting

Call to Order: Mayor Resseman called to order the Special Meeting at 5:00 p.m.

- A. 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.
- B. Work Session: Lanesboro Public Library Board Governance and Organizational Structure**
Members had discussion regarding concerns over how the Lanesboro Public Library Board and Lanesboro Public Library staff fit into the City’s organizational structure. Members also had a discussion on creating a list of talking points regarding library governance and operations. Concerns included:
1. Board Member Conduct & Adherence to State Law
 - a. Minnesota Open Meeting Law
 - i. Proper agenda posting, accessibility of meeting materials, recordings of meetings, record of official meeting minutes, serial communications (also known as serial meetings)
 - b. Minnesota Data Practices
 - c. City of Lanesboro Board and Commission Code of Conduct
 2. Facilitation of Meetings
 - a. Proper voting procedures
 - b. Maintaining orderly meetings
 - c. Basics of Robert’s Rules of Order
 3. Library Board’s Position in the City’s Organizational Structure
 - a. Grievance Procedure
 - b. Appointment and Removal of Members
 4. Defining the Library Board’s Scope of Responsibility
 5. Library staff’s position in the City’s Organizational Structure
 6. Staff Adherence to City Personnel Policy
 - a. Library staff are subject to the personnel policy of the City
 - b. Remote work policy

Members agreed that donations to the library need to be accepted by resolution, per state statute. The resolution should describe how the use of funds should be earmarked. Members also agreed they would like the board to use city administration for their professional expertise and to protect the city from liability situations. Members would like to bring forward an adopted list of discussion points to share with the library board to enact a library resolution, which will establish the number of members on the board as well as define clear roles and responsibilities rather than focusing on a title such as ‘advisory’ or ‘governing’.

Approved 12/02/2024

Member Resseman entered a motion to approve the list of discussion points for the next city council and library board joint meeting and share it with Aimee Gourlay, mediator from the League of Minnesota Cities, so that she may create a joint meeting agenda; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Member Resseman entered a motion to incorporate the League of Minnesota Cities Collaboration Services Department into the mediation process; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Member Resseman adjourned the special meeting at 5:36 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk