

Chatfield Public Library Board of Trustees Meeting Agenda
Feb. 3, 2022 7:00pm

- I. Chatfield Public Library Board of Trustees – Feb. 3, 2022 – 7:00pm – Public Library
- II. Call to Order
- III. Welcome Sandy Sullivan and Kathy Kamnetz!
- IV. Approval of Meeting Minutes (none: no quorum in Dec. and no meeting in Jan.)
- V. Budget Review
- VI. New Business
 - a. Elect Officers
 - b. Update on Free Covid Tests
 - c. Chromebook Partnership with Rochester Public Library
- VII. Old Business
 - a. Library By-Laws
 - b. ARPA Mini-grant update
- VIII. Roundtable
- IX. Adjourn
- X. Upcoming Meetings:
 - a. Library Board, March 3, 2022 at 7:00pm



City of Chatfield
***Budget YTD Rev-Exp©**

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Current Period: December 2021

		2021 YTD Budget	2021 YTD Amt	December MTD Amt	2021 YTD Balance	% of Budget
Fund 211 LIBRARY						
	Revenues	\$258,292.00	\$276,081.24	\$90,126.46	-\$17,789.24	106.89%
	Expenditures	\$258,292.00	\$259,073.86	\$21,695.50	-\$781.86	100.30%
	Gain/(Loss)	\$0.00	\$17,007.38	\$68,430.96	(\$17,007.38)	0.00%
Dept 45500 Libraries (GENERAL)						
Active	R 211-45500-33600 County Contrac	\$76,243.00	\$84,692.72	\$0.00	(\$8,449.72)	111.08%
Active	R 211-45500-34000 Charges for Ser	\$1,500.00	\$994.00	\$166.00	\$506.00	66.27%
Active	R 211-45500-35103 Library Fines	\$2,000.00	\$620.43	\$27.00	\$1,379.57	31.02%
Active	R 211-45500-36200 Miscellaneous	\$45.00	\$96.99	\$81.99	(\$51.99)	215.53%
Active	R 211-45500-36201 Sale Of Mercha	\$400.00	\$243.96	\$0.00	\$156.04	60.99%
Active	R 211-45500-36202 Nontax-Sale of	\$0.00	\$9,242.00	\$613.98	(\$9,242.00)	0.00%
Active	R 211-45500-36210 Interest Earning	\$1,300.00	\$0.00	\$0.00	\$1,300.00	0.00%
Active	R 211-45500-36230 Donations	\$0.00	\$2,327.00	\$20.00	(\$2,327.00)	0.00%
Active	R 211-45500-36260 Insurance Divid	\$200.00	\$913.69	\$913.69	(\$713.69)	456.85%
Active	R 211-45500-39201 Transfer In	\$176,604.00	\$176,604.00	\$88,302.00	\$0.00	100.00%
Active	R 211-45500-39225 T.I. - Library En	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 211-45500-39550 Refunds Reba	\$0.00	\$346.45	\$1.80	(\$346.45)	0.00%
PL Type	Revenue	\$258,292.00	\$276,081.24	\$90,126.46	(\$17,789.24)	106.89%
Active	E 211-45500-101 Full-Time Employ	\$117,699.00	\$117,978.57	\$9,168.14	(\$279.57)	100.24%
Active	E 211-45500-103 Part-Time Employ	\$20,936.00	\$19,997.15	\$1,549.82	\$938.85	95.52%
Active	E 211-45500-121 PERA	\$10,398.00	\$10,348.26	\$803.85	\$49.74	99.52%
Active	E 211-45500-122 FICA	\$8,595.00	\$8,015.33	\$618.61	\$579.67	93.26%
Active	E 211-45500-125 Medicare	\$2,010.00	\$1,874.54	\$144.68	\$135.46	93.26%
Active	E 211-45500-131 Employer Paid He	\$17,423.00	\$18,015.96	\$1,550.71	(\$592.96)	103.40%
Active	E 211-45500-134 Employer Paid Lif	\$46.00	\$61.44	\$5.12	(\$15.44)	133.57%
Active	E 211-45500-136 Employer Paid H.	\$11,500.00	\$9,000.00	\$750.00	\$2,500.00	78.26%
Active	E 211-45500-140 Unemployment Co	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45500-151 Worker s Comp In	\$1,000.00	\$999.57	\$0.00	\$0.43	99.96%
Active	E 211-45500-200 Office Supplies (G	\$1,800.00	\$1,042.79	\$85.29	\$757.21	57.93%
Active	E 211-45500-211 Program Expense	\$2,500.00	\$13,984.78	\$240.69	(\$11,484.78)	559.39%
Active	E 211-45500-240 Small Tools and	\$500.00	\$923.95	\$404.11	(\$423.95)	184.79%
Active	E 211-45500-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45500-321 Telephone	\$3,000.00	\$3,143.40	\$265.41	(\$143.40)	104.78%
Active	E 211-45500-322 Postage	\$150.00	\$71.40	\$3.82	\$78.60	47.60%
Active	E 211-45500-331 Travel Expenses	\$350.00	\$0.00	\$0.00	\$350.00	0.00%
Active	E 211-45500-332 Continuing Educat	\$800.00	\$49.00	\$0.00	\$751.00	6.13%
Active	E 211-45500-350 Print/Binding (GE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45500-360 Insurance (GENE	\$4,000.00	\$3,925.00	\$0.00	\$75.00	98.13%
Active	E 211-45500-380 Utility Services (G	\$6,700.00	\$6,174.97	\$482.81	\$525.03	92.16%
Active	E 211-45500-401 Repairs/Maint Buil	\$1,800.00	\$1,154.49	\$0.00	\$645.51	64.14%
Active	E 211-45500-404 Repairs/Maint Equ	\$10,975.00	\$11,684.74	\$512.56	(\$709.74)	106.47%
Active	E 211-45500-414 Automated Operat	\$12,220.00	\$11,986.76	\$1,838.09	\$233.24	98.09%
Active	E 211-45500-416 Cleaning Service	\$1,000.00	\$975.81	\$227.65	\$24.19	97.58%
Active	E 211-45500-430 Miscellaneous (G	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 211-45500-433 Dues and Subscri	\$900.00	\$408.00	\$0.00	\$492.00	45.33%
Active	E 211-45500-437 Sales Tax - Purch	\$150.00	\$95.00	\$0.00	\$55.00	63.33%
Active	E 211-45500-438 Internet Expenses	\$240.00	\$42.34	\$0.00	\$197.66	17.64%
Active	E 211-45500-560 Cap. Outlay-Furn.	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 211-45500-590 Cap. Outlay-Book	\$11,500.00	\$11,987.75	\$1,890.52	(\$487.75)	104.24%
Active	E 211-45500-591 Cap. Outlay-Maga	\$1,000.00	\$1,084.07	\$379.80	(\$84.07)	108.41%



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Current Period: December 2021

		2021 YTD Budget	2021 YTD Amt	December MTD Amt	2021 YTD Balance	% of Budget
Active	E 211-45500-593 Cap. Outlay-Non	\$6,000.00	\$4,048.79	\$773.82	\$1,951.21	67.48%
Active	E 211-45500-700 Transfers (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PL Type Expenditure		\$258,292.00	\$259,073.86	\$21,695.50	(\$781.86)	100.30%
Total Dept 45500 Libraries (GENERAL)		\$0.00	\$17,007.38	\$68,430.96	(\$17,007.38)	#Div/0!
Total Fund 211 LIBRARY		\$0.00	\$17,007.38	\$68,430.96	(\$17,007.38)	0.00%
Fund 212 LIBRARY ENDOWMENT FUND						
Revenues		\$0.00	\$4,479.63	\$0.00	-\$4,479.63	0.00%
Expenditures		\$0.00	\$1,900.00	\$0.00	-\$1,900.00	0.00%
Gain/(Loss)		\$0.00	\$2,579.63	\$0.00	(\$2,579.63)	0.00%
Dept 45500 Libraries (GENERAL)						
Active	R 212-45500-33140 Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 212-45500-33414 Insurance Clai	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 212-45500-36210 Interest Earning	\$0.00	\$4,479.63	\$0.00	(\$4,479.63)	0.00%
Active	R 212-45500-36230 Donations	\$0.00	\$100.00	\$0.00	(\$100.00)	0.00%
Active	R 212-45500-36290 Proceeds From	\$0.00	(\$100.00)	\$0.00	\$100.00	0.00%
Active	R 212-45500-39201 Transfer In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PL Type Revenue		\$0.00	\$4,479.63	\$0.00	(\$4,479.63)	0.00%
Active	E 212-45500-211 Program Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-45500-430 Miscellaneous (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-45500-490 Donations to Civic	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-45500-504 Cap. Outlay-Librar	\$0.00	\$1,900.00	\$0.00	(\$1,900.00)	0.00%
Active	E 212-45500-594 Cap. Outlay-Colle	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-45500-751 T.O. - Library Op	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-45500-801 Purchase Investm	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 212-45500-802 Maturity of Invest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PL Type Expenditure		\$0.00	\$1,900.00	\$0.00	(\$1,900.00)	0.00%
Total Dept 45500 Libraries (GENERAL)		\$0.00	\$2,579.63	\$0.00	(\$2,579.63)	0.00%
Total Fund 212 LIBRARY ENDOWMENT FUND		\$0.00	\$2,579.63	\$0.00	(\$2,579.63)	0.00%
Report Total		\$0.00	\$19,587.01	\$68,430.96	(\$19,587.01)	#Div/0!

Connected Chromebook Partnership Agreement

Partner Information:

Organization:					
Contact Name:					
Address:					
City:		State:		Zip:	
Phone:		Email:			

How many clients/students do you expect to serve with this program?

Please provide us with a brief description about your organization and the clients you serve.

Rochester Public Library, which received a federal grant to purchase Chromebooks with connected WiFi, will work with partners to follow funding guidelines and distribute devices to community members in its service area.

The Emergency Connectivity Fund is a \$7.17 billion program funded by the American Rescue Plan Act of 2021 to help schools and libraries support remote learning. The Program will provide funding to schools and libraries for the reasonable costs of eligible equipment and services that can be provided to students, teachers, and library patrons who lack connected devices, such as laptop or tablet computers, and/or lack broadband access during the pandemic.

Rochester Public Library agrees to provide:

- Connected Chromebooks with ongoing WiFi access, checked out to individual library cards, from time of checkout through June 30, 2022, at no cost to the organization or their clients [while supplies last]
- Free library cards for individuals participating in the program
- Dedicated RPL staff liaisons for ongoing communication and assistance with administering the program



Partner organization agrees to provide:

- Staff contact information, updated as needed
- Connection to clients with insufficient internet and/or devices for educational activities
- Staff support for library card signup and eligibility form completion
 - Initial eligibility form at library card signup
 - Mid-program eligibility form (February/March 2022)
 - Each school will complete a certification/eligibility form for students (once at the start of the program, again mid-program)
- Assistance with device distribution and inventory
 - Work with library staff to host checkout events or create plan for distributing Chromebooks
 - Help keep track of lost, damaged, or returned devices (either by email to staff or by completing a Chromebook Lost/Damage Form)
- Secure space for keeping devices that are returned/ in process of being picked up library staff
- Regular communication regarding the program, including:
 - Monthly group or individual check-ins with library staff
 - Promote participant surveys for outcome measurements (February 2022 & June 2022)
 - Gather testimonials from participants regarding benefits of connected Chromebook

By signing this agreement, your organization will receive access to Connected Chromebooks for clients to borrow and use under the guidelines of the Emergency Connectivity Fund program.

(Insert Name & Title)

Date:

Audrey S. Betcher, Rochester Public Library Director

Date:

Rochester Public Library (RPL) Connected Chromebook FAQs

Who is qualified to checkout a Chromebook?

- SELCO region residents who currently lack sufficient access to the internet and has a need for an internet connection and a device to continue to learn.

How long do I get to keep the Chromebook?

- Until June 30, 2022. You do need to recertify in February 2022 to make sure you still qualify.

What happens if I lose or damage the Chromebook?

- Please report any damaged or lost Chromebooks to the library by calling 507-328-2309. RPL can access the location if needed to track a lost device, and are able to reset or lock the devices.

Will I have to pay for the Chromebook if I break it?

- RPL tracks damaged or lost devices, but you will not be charged for repairs or replacement.

Can more than one person in a household checkout a Chromebook?

- Yes, if each person qualifies and agrees to the statements at checkout. Each person will need their own library card. Those under 18 will need a parent name and signature on the attestation.

Does the Chromebook have data service?

- The Chromebooks come with a data plan to access the internet using the T-Mobile network (Wi-Fi is not required).

Can I save documents to the Chromebook?

- When connecting to the Chromebook you will be prompted to create a Google account. It would be best to save your documents to your Google Drive. If saved on Google Drive, the files can be accessed from any computer by logging into your private Google account.
- You can also connect as a guest, but you would need to save files on an external drive.

Is my privacy protected?

- Whether referred by a partner organization or via individual signup, we collect name, address, phone number, email, date of birth and parent/guardian name to sign up users for a library card. We keep this data private, and it is not shared by RPL. The only public information in your library card application is your name (by state law), but we do not

publish that information. The Connected Chromebooks devices were purchased through an Emergency Connectivity Fund federal grant, which also pays for filtered internet service through T-Mobile. Content filters are used to comply with CIPA, a federal law which aims to protect minors from harmful images. We have access to the firmware version of the device and its serial number. We do not monitor or track internet activity of the users on these devices. We can access the location if needed to track a lost device, and have the ability to reset or lock the devices. We can see who has signed in to the device and when, device statistics such as CPU/RAM usage, and the network addresses." Review the [RPL Privacy and Confidentiality Policy here](#).

Can the Chromebooks be returned early (before 6/30/2022)?

- Yes.

Can the Chromebooks be returned to any SELCO Library?

- Yes. SELCO libraries will return the Chromebooks to RPL via delivery.

Are the devices uniquely identifiable or traceable? What if someone pawns or sells one to someone else?

- We can access the location if needed to track a lost device, and are able to reset or lock the devices, if needed.

How do you power off a Chromebook?

- There is a key with the power symbol on the keyboard itself top right. See the [brochure for more information on how a Chromebook works](#).

What do we do when we have someone with no library card and no ID?

- We cannot checkout to someone with no library card or no ID.

What if a person under 18 wants to check out and doesn't have a parent here?

- People under 18 cannot enter into a contract, so a parent name and signature are needed on the attestation. They can take the form home to get a signature from a parent.

Is there a minimum age?

- No. People under 18 cannot enter into a contract, so a parent name and signature are needed on the attestation

Can this be used as a hotspot and where is the password?

- No.

CHATFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES BYLAWS

Article I. Identification

This organization is the Board of Trustees of the Chatfield Public Library, located in Chatfield, Minnesota.

Article II. Membership

Section 1. Appointments and Terms of Office.

The board shall consist of 9 trustees who shall be appointed by the Mayor and shall serve for a term of 3 years. A trustee may serve 3 consecutive full terms.

Individuals interested in being considered for appointment to the Library Board of Trustees should contact the library director or library staff for the current application process.

The majority of the Trustees must be residents of the city. At least one member should be a resident of rural Fillmore County and at least one should be a resident of rural Olmsted County as long as the library receives funding from these counties.

Section 2. Meeting Attendance.

Trustees shall be expected to attend all meetings unless prevented by a valid reason.

Trustees are asked to notify the library director if unable to attend a meeting.

The Library Board will review lack of attendance by a member over a period of time.

A trustee who misses 3 consecutive regular meetings can be replaced at the discretion of the simple majority of the remaining trustees.

Article III. Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. A trustee shall be eligible to serve consecutive terms in the same office. Vacancies in office shall be filled by a majority vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with the office of president.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep true and accurate minutes of all meetings of the Board and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 6. The treasurer shall provide assistance as requested and review the library budget proposal developed by the library director each year before it is presented to the rest of the trustees.

Article IV. Meetings

Section 1. Regular Meetings. Regular meetings shall be held each month, as needed, at the discretion of the Library Director and Board President. The day and hour of regular meetings will be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in February of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in a public place determined by the library director and board of trustees.

Section 5. Special Meetings. Special meetings may be called at the direction of the president for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given. In no case may less than two hours' notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of 5 members of the Board attending the meeting.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Open Meeting Law.

Section 8. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 2. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Chatfield Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Minnesota Department of Education.

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Trustees may not in their private capacity negotiate, bid for, or enter into a contract with the Chatfield Public Library in which they have a direct or indirect financial interest.

Section 2. Trustees shall withdraw from Board discussion, deliberation, and votes on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. Amending Bylaws

These bylaws may be amended at any regular meeting of the Board by 2/3 vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Chatfield Public Library on the _____ day of 2022.