

Chatfield Public Library Board of Trustees Meeting Agenda
May 5, 2022 7:00pm

- I. Chatfield Public Library Board of Trustees – May 5, 2022 – 7:00pm – Public Library
- II. Call to Order
- III. Approval of April Meeting Minutes
- IV. Budget Review (if April's report is available)
- V. New Business
 - a. Discuss feasibility of Groundskeeper position
 - b. Discuss Summer Storytime Provider position
 - c. SELCO/SELS Board of Directors Rep needed
 - d. "Lunch at the Library" Food Drive information
- VI. Old Business
 - a. Further discussion of Library By-Laws and possible approval
 - b. Update regarding outdoor planters
 - c. Update regarding Adventure Kits
- VII. Roundtable
- VIII. Adjourn
- IX. Upcoming Meetings:
 - a. Library Board, June 2, 2022 at 7:00pm

Chatfield Public Library Board of Trustees Meeting Minutes

April 7, 2022

7:00 PM at the Chatfield Public Library

Present: Kathryn Snodgrass, Angie Grant, Karen Greenslade, Todd Johnson, Sandy Sullivan, Kathy Kamnetz, and (Librarian) Monica Erickson

Absent: Pam Bluhm, Ann Halloran, Mike Speck

I. Call to Order

- a. Angie called the meeting to order at 7:07 P.M.

II. Approval of February Meeting Minutes (no meeting in March)

- a. Todd Johnson motioned and Karen Greenslade, seconded
 - i. Motion carried.

III. Budget Review

- a. 25% on budget:
 - i. Total 28.24% expenses up this month, as the yearly “big” expenses due this month, i.e. Repair/maintenance of equipment yearly fees, sales tax for all items sold last year
 - 1. Workers comp increased, preordered Kwik Trip Scrip cards (makes the program expenses line look over budget)
 - 2. Insurance has significantly increased; building has increased in value but doubled insurance
 - ii. On a positive note, selling several copies and faxes, also have a lot of donations, and increased use of meeting room with added donations.
- b. Karen Greenslade entered a motion to approve, seconded by Sandy Sullivan
 - i. Motion carried.

IV. New Business

- a. Community Needs Assessment: SELCO hired Library Strategies (a company from the cities). Covid funding: American Rescue Funds is being used to pay for the regional assessment. This will be used to identify the strengths and resources available in our community to meet the needs of Chatfield families and patrons. The assessment focuses on the capabilities of the community, including its citizens, agencies, and organizations.
 - i. Virtual focus group: 8-10 people in a group to take part in the virtual focus group (variety of ages, user and nonuser) on May 3, 2022.
 - ii. Two 1-on-1 interviews: They will interview an individual who is active in the community and knowledgeable of its resources. This will help to support the findings of the focus group.
 - iii. Online survey: this will be for all people of the community, and a link will be available online. Must be completed by May 13, 2022.
- b. Student Commissioners:
 - i. The City developed a Student Commissioner position giving students the opportunity to serve on various boards and

commissions within the City. This is arranged with the school to get credit and experience. The student fills out an application, the principle interviews, and the mayor decides. The students would start on the boards on February 1 to the following May 31, for a 16-month contract. They have all the rights as a board member, EXCEPT voting rights.

- c. 2021 Annual Report Review and Approval:
 - i. Karen Greenslade motioned and Sandy Sullivan, seconded to approve the 2021 Annual Report as presented.
 - 1. Motion carried.

V. Old Business

- a. Library By-Laws- Virtual Meetings:
 - i. Board discussed and accepted keeping section 7 in the by-laws that all board meetings and committee meetings shall be held in compliance with the Minnesota Open Meeting Law.
 - ii. Section 9: eliminate “mailed” and change to “communicated”, change “10 days” to “48 hours”. Discussion tabled for the next meeting.

VI. Roundtable

- a. Monica informed of the library’s participation in the Commercial Club’s Easter Event by providing an egg throwing game and a bookmark craft.
- b. Monica also informed that there is a Legacy-funded leather earrings workshop this Saturday, put on by Doubletree Leatherworks.
- c. Brainstorming tech ideas for downstairs: SMART Board for interactive books, presentations, streaming, movies, and educational programs: 55” screen \$2,999 or 75” \$6,999

VII. Adjourn: Meeting adjourned 8:49 PM

- a) Motion passed by Todd Johnson, and seconded by Kathy Kamnetz
 - Motion carried.

VIII. Upcoming Meetings:

- a. Library Board, May 5, 2022 at 7:00pm

Respectfully submitted,

Kathryn Snodgrass, Secretary

PART TIME GROUNDSKEEPER (Seasonal)

Chatfield Public Library seeks responsible, self-directed individual who prides themselves in doing a thorough job.

Responsible for seasonal general maintenance of library landscaping (no mowing).

- Weed and deadhead
- Remove litter, leaves, and other debris
- Cut back plants and shrubs
- Some limited planting
- Maintain cleanliness of patio area
- Water outdoor planters
- Spread mulch

April – September

Weekly schedule variable due to changing landscaping needs throughout the season. Weekly needs will be determined through periodic consultation with Library Director.

\$___/hr. with a max of ___ hours/season.

Note to Board: \$14.50/hr. is City's Pay Grade 1, Minimum step on 2022 Wage Grid; Average of 2hr/wk for 6 months at \$14.50/hr would be \$754; Funds potentially available from \$2,333 budgeted for Storytime Provider (should Marlene quit volunteering)

Will train the right person.

Application available upon request from the library (507-867-3480), online at www.chatfieldpubliclibrary.org, or via email monica@selco.info. Please send application and resume to the library at 314 S. Main St., Chatfield, MN 55923. Position will remain open until filled.

Chatfield Public Library Summer Storytime Provider Job Description

Job Summary

Plan, prepare, and present engaging storytimes to children (primarily toddler-preschool) at the library every 1st and 3rd Tuesday at 10:30am, June through August. An average of 4 hours per each storytime, \$14.50/hr, 6 storytimes.

Note to Board: 4 hours per storytime (2 hr prep, 1 hour set-up and clean-up, 1 hour storytime) x \$14.50/hr x 6 storytimes = \$348

Qualifications:

- Education: High school graduate or equivalent minimum
- Effective Public Service and Interpersonal Skills: Responsiveness, courtesy, helpfulness, the ability to communicate clearly, a neat personal appearance, and an orderly work space
- Flexibility, patience, and a genuine enjoyment in working with young children
- Experience planning and conducting successful programs for young children is preferred
- Library experience is preferred

Responsibilities and Duties

- Read aloud to children in an entertaining manner
- Develop and present interactive storytimes that include a variety of activities engaging to young children (books, songs, fingerplays, role play, flannel stories, puppets, games, crafts, snacks, etc.)
- Obtain books and supplies necessary for each storytime
- Assume responsibility for managing prep time to sufficiently prepare for each storytime within the hours allotted
- Submit planned expenditures to the Director for approval and manage receipts
- Report accurate counts of adults and children at each storytime
- Develop publicity for Summer Storytime
- Complete and submit a timecard for each pay period

SELCO/SELS Board of Directors

Note to Board: All links described below can be followed by going to the actual website at <https://www.selco.info/board-of-directors/>

The SELCO/SELS Board of Directors meets in the months of January, March, May, July, September, and November. An elected Executive Committee addresses fiscal and policy decisions during the intervening months. All meetings are held on the fourth Tuesday at 5:30 p.m. Refer to the Meeting Materials webpage for specific information items under consideration.

By Minnesota Statutes the SELCO Board of Directors serves in a dual role as the SELS governing authority. In this capacity, the SELCO/SELS Board of Directors also has fiscal oversight and sets policies affecting regional multitype services.

Members

For a complete list of Board Members and their appointing agency, click [here](#).

Each year at the annual meeting of the Corporation, the Board elects an Executive Committee to act between bi-monthly board meetings. The seven member Executive Committee consists of four Officers plus three Members-at-Large. For a list of the Executive Committee membership, click [here](#).

Donate food for “Lunch at the Library” this summer.

Single-serve items:

- fruit cups
(applesauce,
peaches, etc.)
- pudding
- Rice Krispies treats
- cereal bars
- granola bars
- fruit & grain bars
- fruit snacks
- peanut butter crackers



Single-serve items:

- pretzels
- chips/crackers
- teddy grahams
- Cookies

Other items needed:

- canned tuna
- macaroni and cheese
- canned pasta meals
- cereal

Please donate food to help provide lunches for children who often go hungry in our community. Community volunteers, area churches, and Thrivent work together to make “Lunch at the Library” possible twice a week throughout the summer.

You can help! Bring food items listed above to the Chatfield Public Library.

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.

A Student Commissioner may also be appointed by the Mayor to serve as a temporary member of the board.

Student Commissioners will have all the rights and responsibilities of a Trustee except the Student Commissioner will not have voting rights.

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.

I was advised it might be good to state the above in the following form instead:

If a trustee misses 3 consecutive regular meetings, a simple majority of the Board may recommend to the mayor that that trustee be replaced.

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.

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 Minnesota 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 communicated to all members at least 48 hours prior to the meeting at which such action is proposed to be taken.

Note to Board: Decided at last Board meeting to change Article IX in the following ways: eliminate “mailed” and change to “communicated”, change “10 days” to “48 hours”.

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