

**Chatfield Public Library Board of Trustees Meeting Agenda**  
**July 7, 2022 7:00pm**

- I. Chatfield Public Library Board of Trustees – July 7, 2022 – 7:00pm – Public Library
- II. Call to Order
- III. Approval of May Meeting Minutes (No meeting in June)
- IV. Budget Review
- V. New Business
  - a. Step increases for Valerie, Margaret, and Christy
  - b. Planning for My Review
  - c. SELCO/SELS Board of Directors Structure Study
  - d. Approval of proposed 2023 Library Budget
- VI. Old Business
  - a. Update on Groundskeeper and Summer Storytime positions
  - b. Further discussion of Library By-Laws
  - c. Update regarding donations and outdoor planters
- VII. Roundtable
- VIII. Adjourn
- IX. Upcoming Meetings:
  - a. Library Board, August 4, 2022 at 7:00pm

**Chatfield Public Library Board of Trustees Meeting Minutes**  
**May 5, 2022**  
**7:00pm at the Chatfield Public Library**

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

Absent: Pam Bluhm, Ann Halloran, Angie Grant

- I. Call to Order
  - a. Mike Speck called the meeting to order at 7:01 P.M.
- II. Approval of April Meeting Minutes
  - a. Todd Johnson motioned and Kathy Kamnetz, seconded
    - i. Motion carried.
- III. Budget Review
  - a. Expenditures at 34.98% this month as a result of some one-time large payments made in previous months
  - b. Endowment fund total: \$171,936
- IV. New Business
  - a. Discuss feasibility of Groundskeeper position:
    - i. Looking for someone to fill the position by June (city mows, however, individual needed to weed, mulch, plant, etc)
      1. Not necessary to be a high school graduate
    - ii. Board approval sought to hire someone at \$14.50 per hour, up to 5 hours a week for 26 weeks, max. of 130 hours for the season (April through September)
    - iii. Todd Johnson motioned and Karen Greenslade, seconded.
      1. Motion carried.
  - b. Discuss Summer Story Time Provider position:
    - i. Looking for someone to fill the position by June, and may potentially be looking for volunteers
      1. Required to be a high school graduate
    - ii. Board approval sought to hire an individual at \$14.50 per hour for an average of 4 hours per story time x 6 storytimes = \$348.00
    - iii. Sandy Sullivan motioned and Todd Johnson, seconded.
      1. Motion carried.
  - c. SELCO/SELS Board of Directors Rep needed
    - i. Tim McLaughlin is stepping down from the SELCO board of directors; it is not required for every library to have a

representative, but if we don't, then Chatfield will have no voice

- ii. Meetings are held the 4<sup>th</sup> Tuesday of the month, every other month
- iii. Potential of merging SELCO and SELS (public schools), this is a big decision that is being discussed. It would be beneficial for Chatfield Library to have a representative on this matter.

- d. "Lunch at the Library" Food Drive information: food drive at the library with all donated food going toward the lunches and Backpack program. Paper bag lunches provided for children on Wednesdays and Fridays; up to 100 lunches often needed after big Friday programs.

#### V. Old Business

- a. Further discussion of Library By-Laws:
  - i. Article II, Section 1: Add 2 statements about Student Commissioners' appointment and responsibilities
  - ii. Article II, Section 2: Add wording to the effect that "If a trustee or student commissioner misses 3 consecutive regular meetings, a 2/3 majority of the Board may recommend that the Mayor replace that member."
- b. Update regarding outdoor planters:
  - i. \$420-\$435 for planter, plus shipping
    - 1. Considering the Dana House Planter Vase which is a classic example of Frank Lloyd Wright's Early Prairie Design with a 22" bowl
    - 2. Memorial Donations will be used (currently have \$500 and \$600 to be used. Another family has expressed an interest in providing money for a memorial at the library; they will be contacted.)
- c. Update regarding Adventure Kits: great use by the community

#### VI. Roundtable:

- a. No new business

#### VII. Adjourn: Meeting adjourned at 8:14 PM

#### VIII. Upcoming Meetings:

- a. Library Board, June 2, 2022 at 7:00pm **CANCELED** due to holiday
- b. Motioned passed by Mike Speck, and seconded by Todd Johnson
  - i. Motion carried

Respectfully Submitted,  
Kathryn Snodgrass, Secretary



## **SELCO Advisory Committee Recommendation met on June 14, 2022**

### **Recommendation**

The SELCO Advisory Committee recommends to the SELCO/SELS Board of Directors that they move forward with Option 3 of the SELCO/SELS Board Structure Report for a 16 member board with the suggested modifications:

- Representatives:
  - 12 - County Commissioner appointed members
  - 1 - Small Public Library appointed member
  - 1 - Medium Public Library appointed member
  - 1 - Large Public Library appointed member
  - 1 - Multitype Library appointed member
- Libraries will suggest list of names for the County Commissioners for their appointed members

### **Background**

- [SELCO Advisory Committee Meeting Notes](#)



## Board Structure Review

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# Evaluation & Considerations

April 2022

Cyrus N. White  
Principal Consultant

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Your board **acts**  
with greater **skill**  
& more **confidence**  
toward **goals**  
that matter.



# OUR MISSION



Size

How many seats at the table?

Structure

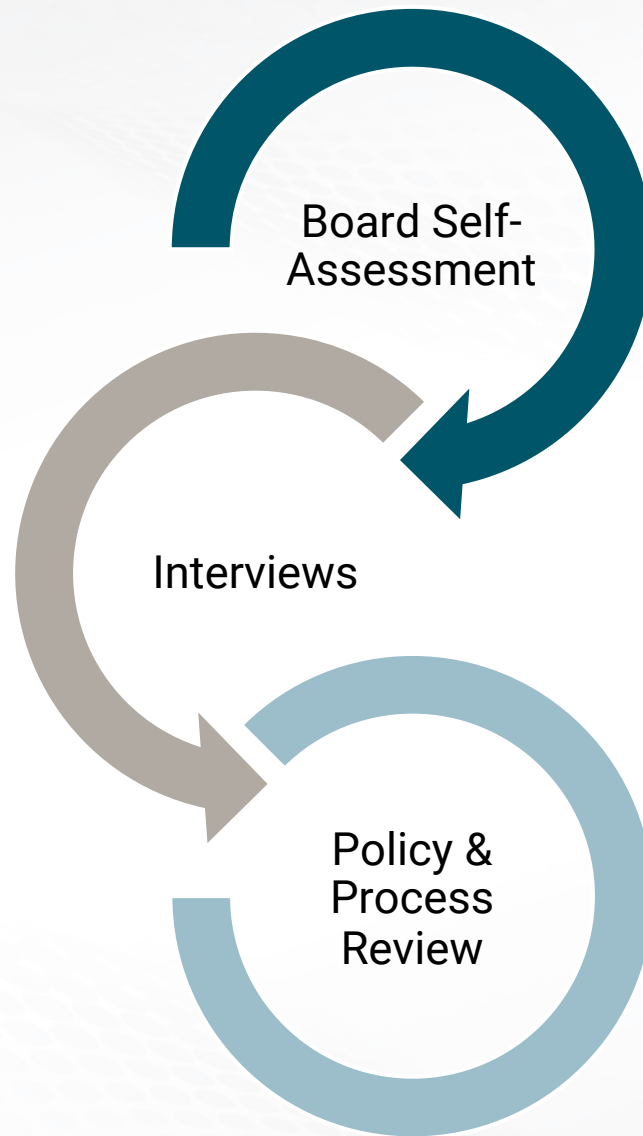
Who is in those seats?

Selection

How to appoint board members?

INTENDED OUTCOMES





# PROCESS





Representation is a stakeholder priority.

Board members and stakeholders have concerns  
the board is too big to provide representation.

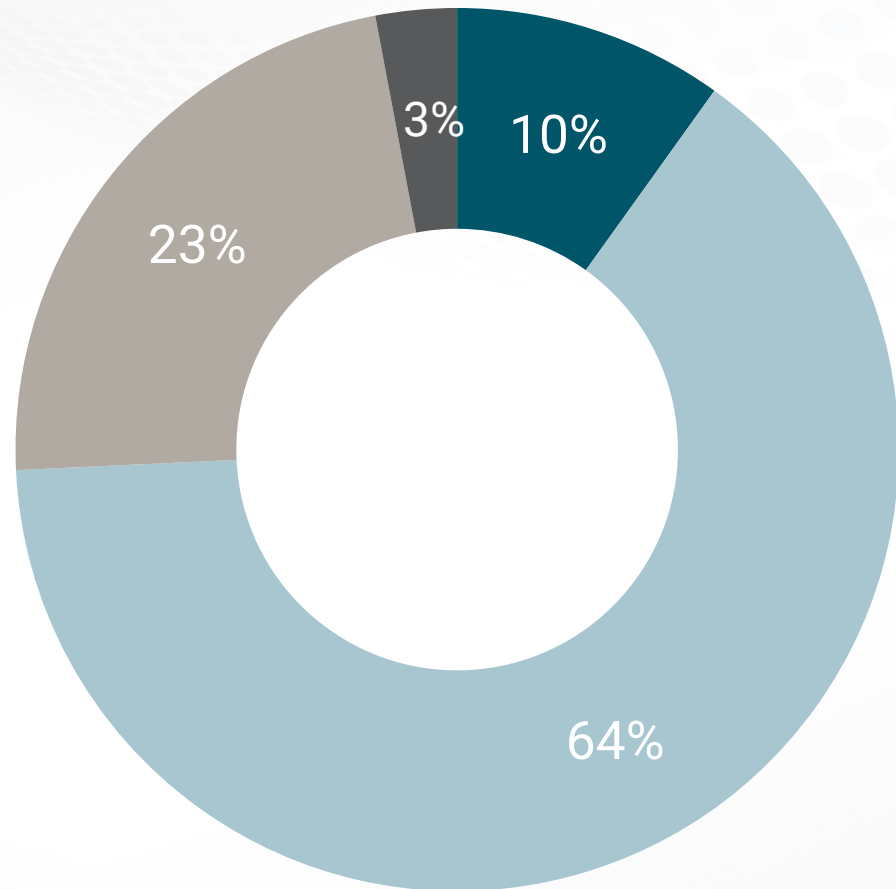
The board spends much time and attention on  
topics it can do nothing about.

The board can enhance performance and minimize  
conflicts of interest through a **restructure**.

# SUMMARY OF FINDINGS

**More than 25%** of SELCO board members said they were not satisfied with the effectiveness of the board.

Why is that?



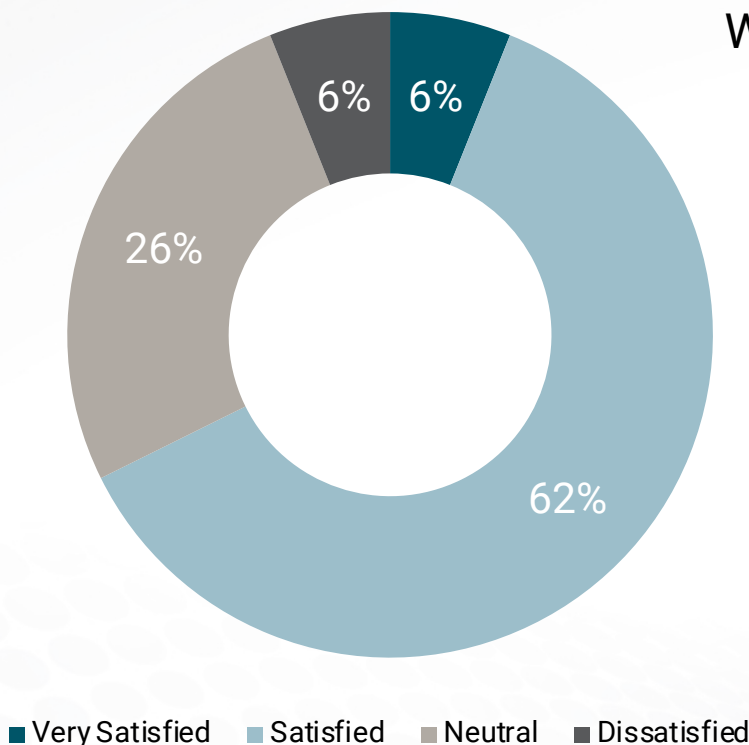
■ Very Satisfied   ■ Satisfied   ■ Neutral   ■ Dissatisfied

# SUMMARY OF FINDINGS

Source: Board Self-Assessment

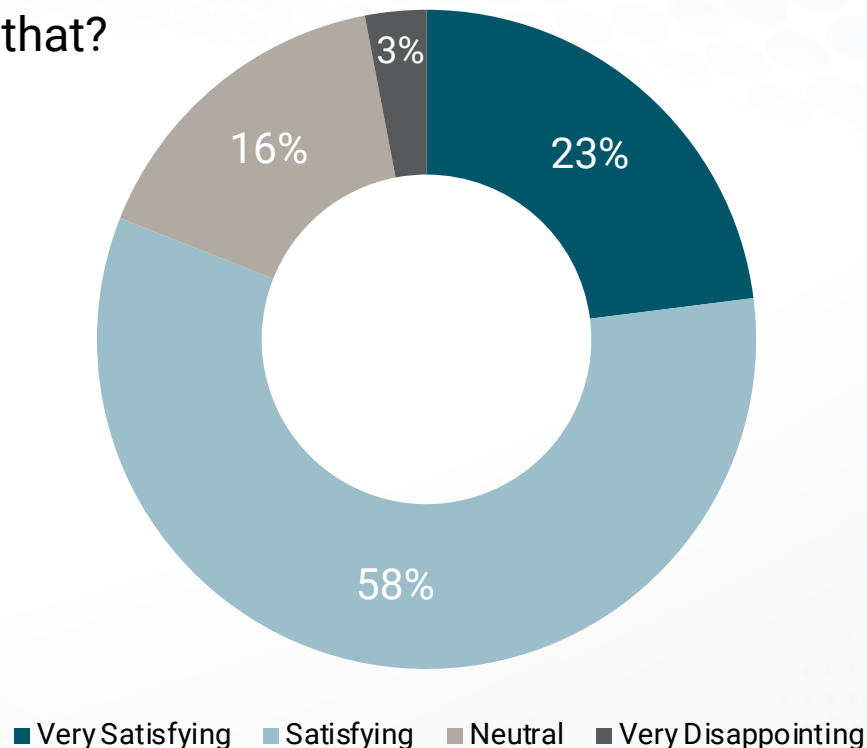


**Almost a third** of board members are not satisfied with the level of commitment and involvement demonstrated by most board members.



Almost 20% **do not** find serving on this board to be a rewarding and satisfying experience.

Why is that?



# SUMMARY OF FINDINGS

Source: Board Self-Assessment



## These themes emerged from comments in the Board Self-Assessment

### Board Size and Structure

"The Board is **large**. Figure out if a smaller Board would be more efficient."

"Board agendas are packed: the focus is on operations and informational updates. **With over 40 people in attendance, it doesn't seem right to raise a topic for discussion.**"

"**The board is too passive.** Reducing size may help."

### Representation

"How to restructure the board to a **more manageable size while maintaining representation** of the member libraries and other stakeholders."

"Look at representation of members of SELS and SELCO to be sure there is **equity in representation.**"

"The size of the board makes it somewhat unwieldy, but it's clear that representation from every member library is important. It's a great goal to try to recruit a wide variety of board members representing many demographics, etc., but the reality is that it is **difficult to get people to commit to board membership.**"

### Board Development and Onboarding

"**Our board does not do much orienting of new board members**, but our SELCO director does a very good job of this."

"Create training/orientation for board officers on meeting facilitation, governance, etc. **Working with appointing bodies so that they understand the role of the board** and appoint board members who are willing and able to devote their time and effort to the organization."

# SUMMARY OF FINDINGS

Source: Board Self-Assessment



## The People

- ✓ Succession planning – Board
- ✓ Succession planning – Executive Director

## The Culture

- ✓ Defining what the Board expects of itself as a group and as individuals
- ✓ “Right-sizing” the Board

“We want to be better at . . .”

## The Work

- ✓ Long-term strategic visioning
- ✓ Defining what the Board expects of the Executive relative to strategic priorities

## The Impact

- ✓ Aligning Board meetings with strategic priorities

# SUMMARY OF FINDINGS

Source: Board Self-Assessment



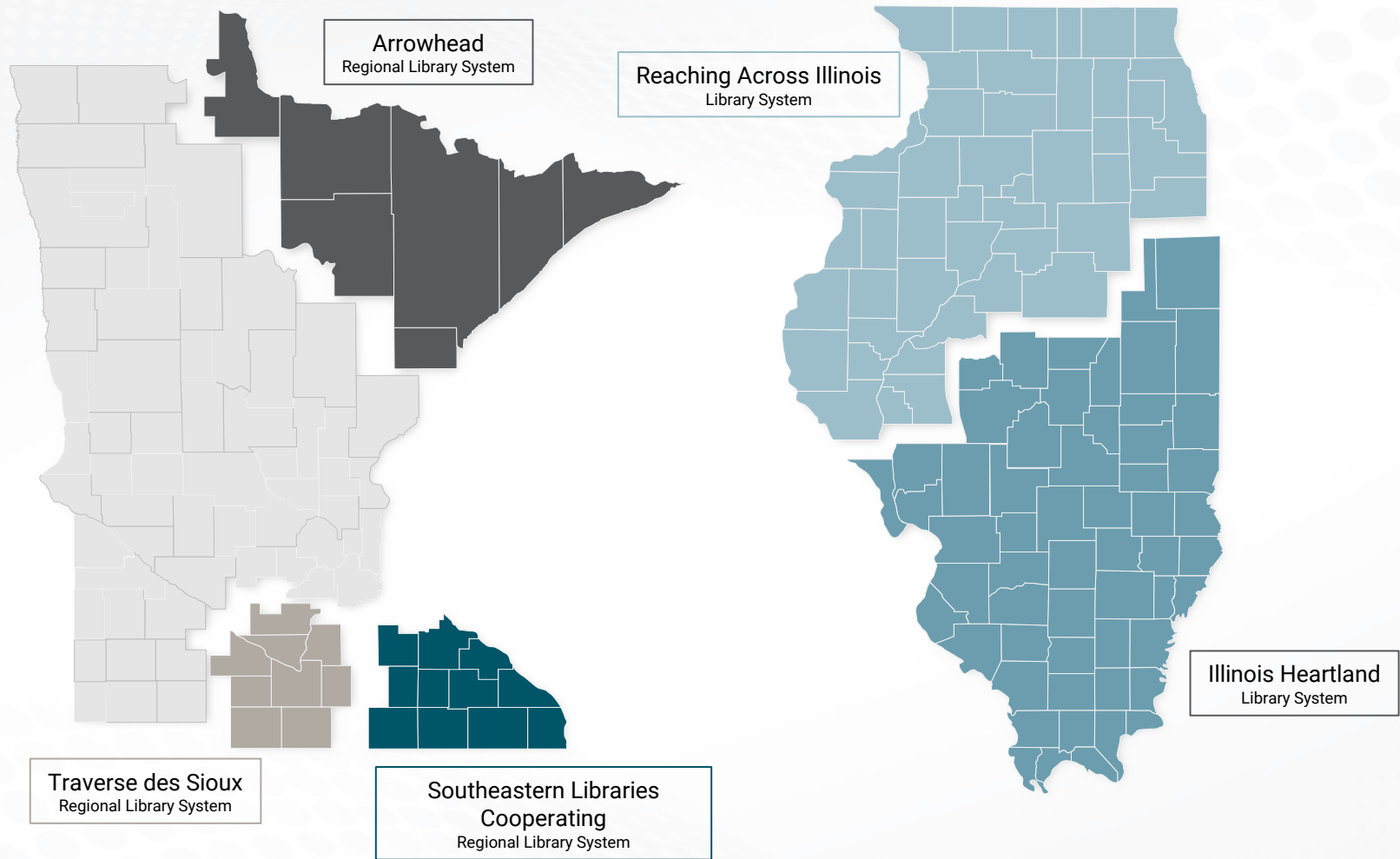
Role & Responsibility		Your Score	Benchmark Score	Comparison
A. Set Direction				
	Mission	3.04	3.20	-0.16
	Strategy	3.24	3.05	0.19
B. Ensure Resources				
	Public Image	2.81	3.10	-0.29
	Board Composition	2.91	3.05	-0.14
C. Provide Oversight				
	Program Oversight	3.03	3.00	0.03
	Financial Oversight	3.46	3.39	0.07
	Chief Executive Oversight	3.48	3.23	0.25
D. Board Structure and Operations				
	Board Structure	3.34	3.24	0.10
	Meetings	3.30	3.33	-0.03
	Number of Board Members	34	16	NA

These benchmarks compare how the SELCO board scored itself against how all other boards that completed the BSA since 2013 scored themselves. There are no meaningful differences between the SELCO scores and the benchmarks.

# BENCHMARKING

Source: Board Self-Assessment





# COMPARATIVE SYSTEMS

	<b>SELCO</b>	<b>ALS</b> (MN)	<b>TdS</b> (MN)	<b>RAILS</b> (IL)	<b>IHLS</b> (IL)
<b># Counties</b>	<b>11</b> (376K residents)	<b>7</b> (106K residents)	<b>9</b> (226K residents)	<b>47</b> (2.6MM residents)	<b>57</b> (2.2MM residents)
<b># Member Libraries</b>	36 public 52 school 12 academic 14 special	27 public 84 school 8 academic 9 special	35 public ~50 school 5 academic 2 special	412 public 558 school 118 academic 177 special	227 public 235 school 30 academic 29 special
<b># Board Members</b>	36 to 47	13	13	15	15
<b>Profile</b>	11 county-appointed <i>plus</i> 36 public library reps 0 school staff 0 academic staff 0 special staff (* Plus's optional alternates)	9 county-appointed (Incl. 1 metro area rep) <i>plus</i> 1 public library reps 1 school staff 1 academic staff 1 special staff	9 county-appointed <i>plus</i> 1 public library reps 1 school staff 1 academic staff 1 special staff (* Plus's optional alternates)	8 from boards of public libraries <i>plus</i> 4 at-large staff or board of any type <i>plus</i> 1 school staff 1 academic staff 1 special staff	8 from boards of public libraries <i>plus</i> 2 public library 3 school staff 1 academic staff 1 special staff
<b>Terms &amp; Limits</b>	3-year term 3 consecutive term limit	3-year term 3 consecutive term limit 12-month hiatus	3-year term 3 consecutive term limit 12-month hiatus	3-year term 3 consecutive term limit 24-month hiatus	3-year term 3 consecutive term limit 24-month hiatus

Systems we compared in Minnesota and Illinois had much smaller boards with membership bases similar to or much larger than SELCO. The respective board presidents and executive directors reported no awareness of membership concerns about adequate representation.

# COMPARATIVE SYSTEMS





## Structure

Regional Public Library Systems: “The regional library system board may consist of as many members as the contracting parties deem necessary, . . .” MN Statutes 134.2, Subd. 2

MCMT Library Systems: “In any area where the boundaries of a proposed multicounty, multitype library system coincide with the boundaries of the regional library system or district, the regional library system or district board shall be designated as the governing board for the multicounty, multitype library system.” MN Statutes 134.351, Subd. 4(a)

## Process

Regional Public Library Systems: “. . . appointed in a number from among the residents of the contracting parties and for terms by each party to the contract as determined by the contracting parties, irrespective of the existence of one or more city and county library boards already in existence in the participating cities and counties.” MN Statutes 134.2, Subd. 2

# STATUTORY REQUIREMENTS

## Structure

Option 1: Do Nothing (Almost)

Option 2: Plan 21

Option 3: Plan 16

## Transition

No current member loses their seat while in office

When the term ends for a seat that is not part of the new structure, the board eliminates that seat

## Process

1. Revise Bylaws to define if/how an individual is eligible to serve after three consecutive terms
2. Use a Consent Agenda
3. Shift focus of board meeting agendas to future readiness and capacity building
4. Define strategic priorities to guide the executive director

# RECOMMENDATIONS

## SIZE

11 county-appointed

36 public library-appointed

## COMPOSITION

1 from each member public library

1 possible addition from each county

0 assured from school, academic, or special

## SELECTION

Appointed by local governing body responsible for base financial support

Appointed by board of county commissioners

# OPTION 1: DO NOTHING (ALMOST)

## SIZE

12 county-selected

9 library-selected

## COMPOSITION

1 from Olmstead County

✓ within City of Rochester

1 from Olmstead County

✓ outside City of Rochester

1 from each other county

5 public library staff

✓ 2 from small

✓ 1 from medium

✓ 1 from large

✓ 1 at-large

2 school library staff

1 academic library staff

1 special library staff

## SELECTION

County-selected members to be library board members (or others) appointed to SELCO board by local county commissioners

Library-selected members to be elected by peers in same size or type library

# OPTION 2: PLAN 21

## SIZE

12 county-selected

4 library-selected

## COMPOSITION

1 from Olmstead County  
✓ within City of Rochester

1 from Olmstead County  
✓ outside City of Rochester

1 from each other county

1 public library staff

1 school library staff

1 academic library staff

1 special library staff

## SELECTION

County-selected members to be library board members (or others) appointed to SELCO board by local county commissioners

Library-selected members to be elected by peers in same type library

# OPTION 3: PLAN 16

## SCG Nonprofits prefers the 16-member board for SELCO

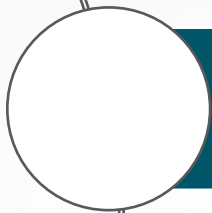
- ✓ Either of the 16- or 21-member options promises superior experience for board member and stakeholders over the current model
- ✓ SCG believes board engagement and responsiveness to needs of all stakeholders increases as board size decreases
- ✓ SCG does not believe the political value of additional seats has historical evidence of or is a persuasive tradeoff to benefits of a smaller board.

OUR CHOICE

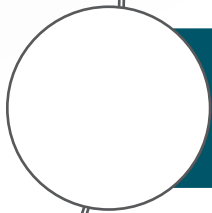




Nothing will happen if the board fails to act.



This is the board's work, not the executive director's.



Adopt changes for a trial period.



Let us help.

# CALL TO ACTION





Thank you.

Cyrus N. White | Principal  
Nonprofit Board Development

314.265.6813

[White@SCGnonprofits.com](mailto:White@SCGnonprofits.com)

Engage your board with what matters.





## **Department: Chatfield Public Library**

### **2023 Departmental Goals**

- We will acquire and circulate more nontraditional library items to meet the needs of community members.
- We will provide more programs in 2023 than we did in 2022 that are of interest to adults in our community to meet their educational, entertainment, and/or creative interests.
- We will invest in quality staff to specifically manage the care, cleanliness, health and beauty of the library's landscaping.

### **Are there any expense lines or programs where the department experienced costs savings due to either a planned or unplanned change?**

- **E 211-45500-404 Repairs/Maint Equipment:** 2<sup>nd</sup> year of PC Lease is less than 1<sup>st</sup> year because software licenses need only be purchased the first year (MS Office and DeepFreeze)
- **E 211-45500-438 Internet Expenses:** Internet Expenses decreased because instead of paying monthly for hotspots to circulate to the public, we can now offer people free access to a long-term loan Chromebook with built-in internet service courtesy of the Rochester Public Library. (They got more than they need through a grant.)

### **Please identify the items in your budget that have cost drivers that are beyond our control and quantify that percent or amount if you are aware of the amount.**

- Worker's Compensation Insurance: It's just a stab in the dark. We're guessing \$1,000 for 2023.
- Health Insurance: \$1,065.55/mth x 2 (Monica & Christy) = \$25,573
- Property Insurance (doubled after value of library and holdings were reevaluated last year) Our guess is \$9,944 for 2023.
- Telephone: We are running about 3% over budget this year, so we're increasing next year's budget by 3%. We're guessing \$3,150 for 2023.
- Utilities: We are running about 5% over budget this year, so increased 5% for 2023. \$7,000
- Automated Operations: We are dependent on a SELCO formula for ILS Basic Services Fee and Overdrive Fees. We do not always know what our fee will be before our budget is due. We are hoping \$12,000 will cover it next year.

City of Chatfield  
Budget Worksheet Rev/Exp 2 Prior Years - Proposed (A.1)

Fund	Dept	Budget Lead	PL Type	Account Descr	Object   Source	2020 Amt	2021 Amt	2022YTD Amt	2022Budget	2023 Proposed Budget 1	Comment
211	LIBOPS	Monica	R	R 211-45500-33600 County Contracts	33600	\$74,667.51	\$84,692.72	\$43,911.45	\$84,692.00	\$92,894.00	
211	LIBOPS	Monica	R	R 211-45500-34000 Charges for Services	34000	\$812.00	\$1,122.00	\$280.00	\$700.00	\$700.00	
211	LIBOPS	Monica	R	R 211-45500-35103 Library Fines	35103	\$607.01	\$648.43	\$70.77	\$500.00	\$250.00	Went overdue fine-free
211	LIBOPS	Monica	R	R 211-45500-36200 Miscellaneous	36200	\$33.00	\$96.99	\$19.00	\$0.00	\$0.00	
211	LIBOPS	Monica	R	R 211-45500-36201 Sale Of Merchandise	36201	\$345.27	\$293.96	\$80.00	\$350.00	\$200.00	purchases have decreased
211	LIBOPS	Monica	R	R 211-45500-36202 Nontax-Sale of Merch-	36202	\$9,084.21	\$10,022.00	\$2,827.16	\$0.00	\$5,000.00	Kwik Trip Sales
211	LIBOPS	Monica	R	R 211-45500-36210 Interest Earnings	36210	\$1,959.03	\$1,556.01	\$0.00	\$1,300.00	\$1,000.00	
211	LIBOPS	Monica	R	R 211-45500-36230 Donations	36230	\$1,286.00	\$2,427.00	\$2,779.00	\$700.00	\$1,000.00	
211	LIBOPS	Monica	R	R 211-45500-36260 Insurance Dividend	36260	\$331.72	\$913.69	\$0.00	\$200.00	\$200.00	
211	LIBOPS	JYTRANSFER	R	R 211-45500-39201 Transfer In	39201	\$174,737.05	\$176,604.00	\$0.00	\$187,509.00	\$193,401.00	*FROM 100-41000-721
211	LIBOPS	JYTRANSFER	R	R 211-45500-39225 T.I. - Library	39225	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
211	LIBOPS	Monica	R	R 211-45500-39550 Refunds   Rebates	39550	\$65.13	\$346.45	\$501.64	\$40.00	\$100.00	
<b>211</b>	<b>LIBOPS</b>	<b>Monica</b>	<b>R Total</b>			<b>\$263,927.93</b>	<b>\$278,723.25</b>	<b>\$50,469.02</b>	<b>\$275,991.00</b>	<b>\$294,745.00</b>	
211	LIBOPS	JYSAL	E	E 211-45500-101 Full-Time Employees	101	\$113,024.68	\$117,978.57	\$51,899.81	\$127,940.00	\$132,418.00	3.5% increase budgeted
211	LIBOPS	JYSAL	E	E 211-45500-103 Part-Time Employees	103	\$17,511.99	\$19,997.15	\$8,210.96	\$24,774.00	\$25,894.00	added seasonal groundskeeper position
211	LIBOPS	JYSAL	E	E 211-45500-121 PERA	121	\$9,686.46	\$10,348.26	\$4,500.98	\$11,453.55	\$11,873.40	*(FT+PT)*0.075
211	LIBOPS	JYSAL	E	E 211-45500-122 FICA	122	\$7,654.30	\$8,015.33	\$3,497.36	\$9,468.27	\$9,815.34	*(FT+PT)*0.062
211	LIBOPS	JYSAL	E	E 211-45500-125 Medicare	125	\$1,790.08	\$1,874.54	\$817.92	\$2,214.35	\$2,295.52	*(FT+PT)*0.0145
211	LIBOPS	Monica	E	E 211-45500-131 Employer Paid Health	131	\$16,492.62	\$18,015.96	\$7,753.55	\$18,800.00	\$25,573.00	Christy add family insurance coverage after marriage
211	LIBOPS	Monica	E	E 211-45500-134 Employer Paid Life	134	\$58.88	\$61.44	\$25.60	\$64.00	\$62.00	
211	LIBOPS	Monica	E	E 211-45500-136 Employer Paid H.S.A.	136	\$9,000.00	\$9,000.00	\$3,750.00	\$9,270.00	\$9,000.00	
211	LIBOPS	Monica	E	E 211-45500-140 Unemployment Comp	140	\$31.36	\$0.00	\$0.00	\$0.00	\$0.00	
211	LIBOPS	Monica	E	E 211-45500-151 Worker s Comp Insurance	151	\$1,340.05	\$999.57	\$943.28	\$1,350.00	\$1,000.00	
211	LIBOPS	Monica	E	E 211-45500-200 Office Supplies	200	\$1,624.64	\$1,042.79	\$681.23	\$1,800.00	\$2,000.00	
211	LIBOPS	Monica	E	E 211-45500-211 Program Expenses	211	\$9,644.81	\$14,055.87	\$2,430.37	\$3,000.00	\$3,000.00	Still want to Increase Programming for Adults
211	LIBOPS	Monica	E	E 211-45500-240 Small Tools and Minor	240	\$990.79	\$923.95	\$53.98	\$500.00	\$1,500.00	Need a new digital video projector
211	LIBOPS	Monica	E	E 211-45500-304 Legal Fees	304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
211	LIBOPS	Monica	E	E 211-45500-321 Telephone	321	\$3,025.39	\$3,143.40	\$1,320.93	\$3,000.00	\$3,150.00	trending up
211	LIBOPS	Monica	E	E 211-45500-322 Postage	322	\$137.77	\$71.40	\$33.63	\$150.00	\$150.00	
211	LIBOPS	Monica	E	E 211-45500-331 Travel Expenses	331	\$0.00	\$0.00	\$0.00	\$645.00	\$650.00	Back to live mtgs/conferences
211	LIBOPS	Monica	E	E 211-45500-332 Continuing Education	332	\$55.00	\$49.00	\$0.00	\$1,000.00	\$1,750.00	Back to live mtgs/conferences
211	LIBOPS	Monica	E	E 211-45500-350 Print/Binding (GENERAL)	350	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
211	LIBOPS	Monica	E	E 211-45500-360 Insurance (GENERAL)	360	\$3,851.00	\$3,925.00	\$9,040.00	\$4,500.00	\$9,944.00	amount doubled in 2022+10% increase
211	LIBOPS	Monica	E	E 211-45500-380 Utility Services	380	\$6,011.54	\$6,850.17	\$3,066.89	\$6,700.00	\$7,000.00	trending up about 5% so far in 2022
211	LIBOPS	Monica	E	E 211-45500-401 Repairs/Maint Buildings	401	\$2,177.63	\$1,159.48	\$536.77	\$1,800.00	\$1,400.00	some landscaper services will not be needed
211	LIBOPS	Monica	E	E 211-45500-404 Repairs/Maint Equipment	404	\$10,838.15	\$11,793.18	\$5,918.38	\$11,430.00	\$9,500.00	2nd year of PC lease is less, less PCs needed
211	LIBOPS	Monica	E	E 211-45500-414 Automated Operations	414	\$11,980.25	\$11,986.76	\$4,558.09	\$12,220.00	\$12,000.00	No more snail-mailed notices so no postage
211	LIBOPS	Monica	E	E 211-45500-416 Cleaning Service	416	\$1,489.85	\$984.36	\$287.49	\$1,000.00	\$1,000.00	
211	LIBOPS	Monica	E	E 211-45500-430 Miscellaneous (GENERAL)	430	\$36.29	\$0.00	\$0.00	\$100.00	\$100.00	
211	LIBOPS	Monica	E	E 211-45500-433 Dues and Subscriptions	433	\$523.00	\$557.00	\$0.00	\$900.00	\$1,020.00	Movie lic, Amazon Prime, MLA, added Canva Pro
211	LIBOPS	Monica	E	E 211-45500-437 Sales Tax - Purchases	437	\$0.00	\$95.00	\$98.00	\$60.00	\$100.00	
211	LIBOPS	Monica	E	E 211-45500-438 Internet Expenses	438	\$0.00	\$42.34	\$0.00	\$700.00	\$50.00	no hotspots
211	LIBOPS	Monica	E	E 211-45500-560 Cap. Outlay-Furn. & Fix	560	\$1,146.24	\$0.00	\$0.00	\$3,000.00	\$1,500.00	new bulletin boards, recover couch and chair
211	LIBOPS	Monica	E	E 211-45500-590 Cap. Outlay-Books	590	\$12,058.70	\$12,215.68	\$3,470.47	\$12,000.00	\$12,000.00	
211	LIBOPS	Monica	E	E 211-45500-591 Cap. Outlay-Magazines	591	\$1,032.77	\$1,084.07	\$331.33	\$1,000.00	\$1,000.00	
211	LIBOPS	Monica	E	E 211-45500-593 Cap. Outlay-Non Print	593	\$4,270.61	\$4,319.82	\$1,368.31	\$6,000.00	\$6,000.00	
211	LIBOPS	JYTRANSFER	E	E 211-45500-700 Transfers (GENERAL)	700	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	to save up for capital costs like roof
<b>211</b>	<b>LIBOPS</b>	<b>Monica</b>	<b>E Total</b>			<b>\$247,484.85</b>	<b>\$260,590.09</b>	<b>\$114,595.33</b>	<b>\$276,839.17</b>	<b>\$294,745.27</b>	
<b>211 Count</b>											43

City of Chatfield  
Budget Worksheet Rev/Exp 2 Prior Years - Proposed (A.1)

Fund	Dept	Budget Lead	PL Type	Account Descr	Object   Source	2020 Amt	2021 Amt	2022YTD Amt	2022Budget	2023 Proposed Budget 1	Comment
212	LIBEND	Monica	R	R 212-45500-33140 Grants	33140	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
212	LIBEND	Monica	R	R 212-45500-33414 Insurance Claims	33414	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
212	LIBEND	Monica	R	R 212-45500-36210 Interest Earnings	36210	\$2,437.64	\$4,479.63	\$0.00	\$0.00	\$0.00	
212	LIBEND	Monica	R	R 212-45500-36230 Donations	36230	\$6,562.10	\$1,100.00	\$339.00	\$0.00	\$0.00	

**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.

If a trustee or student commissioner misses 3 consecutive regular meetings, a 2/3 majority of the Board may recommend that the Mayor replace that member.

**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.

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