

Chatfield Public Library Board of Trustees Meeting Agenda
August 4, 2022 7:00pm

- I. Chatfield Public Library Board of Trustees – August 4, 2022 – 7:00pm – Public Library
- II. Call to Order
- III. Approval of July Meeting Minutes
- IV. Budget Review
- V. New Business
 - a. New employees needed: Storytime Provider, Library Cleaner
 - b. Olmsted and Fillmore County Funding
 - c. Summer Reading Program review
 - d. Review of CD Investments
 - e. Review of MN Open Meeting Law regarding electronic communications
- VI. Old Business
 - a. SELCO/SELS Board of Directors Structure Update
 - b. New Planters and plants/flowers update
- VII. Roundtable
- VIII. Adjourn
- IX. Upcoming Meetings:
 - a. Library Board, September 1, 2022 at 7:00pm

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

Present: Kathryn Snodgrass, Todd Johnson, Sandy Sullivan, Kathy Kamnetz, Mike Speck, Ann Halloran, Pam Bluhm (entered at 7:11) and (Librarian) Monica Erickson

Absent: Angie Grant, Karen Greenslade

- I. Call to Order
 - a. Mike Speck called the meeting to order at 7:01 P.M.
- II. Approval of May Meeting Minutes (No meeting in June)
 - a. Todd Johnson motioned and Sandy Sullivan, seconded
 - i. Motion carried.
- III. Budget Review
 - June expenditures were at 48.8% of budget; Revenues were at 52.84% (50% being exactly on budget)
 - Our programming line appears high because Kwik Trip card purchases come from there. This cost is recouped with sales.
 - Building insurance has significantly increased due to recent reevaluation of the building.
- IV. New Business
 - a. Step increases for Valerie, Margaret, and Christy
 - i. Margaret's and Valerie's anniversary dates were at the end of June, and Christy's is at the end of July. As all have demonstrated excellent work, step and pay increases are felt necessary by all board members.
 1. Motion to approve by Todd Johnson and seconded by Kathy.
 - a. Motion carried.
 - b. Planning for Monica's Review
 - i. Discussion on how best to complete Monica's review. A subcommittee was suggested with 3 board members to discuss her performance. Kathy volunteered, with suggestions for Karen and Angie to perform Monica's review before August 31, 2022.
 1. Motion to approve by Mike Speck and seconded by Todd Johnson.
 - a. Motion carried.
 - c. SELCO/SELS Board of Directors Structure Study
 - i. Ann Halloran volunteered to be the Chatfield Library representative on the SELCO/SELS board of directors.

1. Mike Speck motioned to approve with Todd Johnson to second.
 - a. Motion carried.
- d. Approval of proposed 2023 Library Budget
 - i. 3.14% increase needed from the city to meet this budget.
 1. Motion to approve by Kathy Kamnetz and seconded by Pam Bluhm.
 - i. Motion carried.

V. Old Business

- a. Update on Groundskeeper and Summer Storytime positions
 - i. No qualified applicants interested in Summer Storytime position. However, there has been very high attendance for our summer programs so far, with numbers ranging from 180 to 300+.
 - ii. New Groundskeeper just started a few weeks ago. Sharon Utke had an amazing interview, with an excellent horticulture education and experience.
 1. She intends to put more mulch down to increase aesthetics and decrease weeds. She has been coming consistently and doing nice work.
- b. Further discussion of Library By-Laws
 - i. Motion to approve our full revision of the library's by-laws by Todd Johnson and seconded by Sandy Sullivan.
 1. Motion carried.
- c. Update regarding donations and outdoor planters
 - i. One planter was purchased with funds donated by Theresa Hayden, in honor of her mother.
 - ii. Another planter was purchased with funds donated by Beth Halloran in honor of her mother, Marian Halloran. She also paid for shipping of both planters and will pay for half of the plants that will fill them.
 - iii. Hillside Nursery has agreed to help with identifying plants and flowers to fill the planters and will plant them. They will donate ½ of them and needed soil.
 - iv. Further consideration of exact placement of the planters is needed. Children running and jumping on the low patio wall/bench and over-wintering will be considered.

VI. Roundtable

- a. No new business

VII. Adjourn: Meeting adjourned at 8:00PM

- Motion to adjourn by Todd Johnson and seconded by Kathy Kamnetz.
 - Motion carried.

VIII. Upcoming Meetings:

- a. Library Board, August 4, 2022 at 7:00pm

Respectfully submitted by
Katie Snodgrass, Secretary

Storytime Provider

Job Summary

Plan, prepare, and present engaging storytimes to groups of children (primarily toddler-preschool) at the library every 1st and 3rd Tuesday at 10:30am.

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 groups of young children is preferred
- Library experience is preferred

Responsibilities and Duties

- Read aloud to groups of children in an entertaining and engaging 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
- Complete and submit a timecard for each pay period

Job Description – Part Time Library Cleaner

Position Title: Library Cleaner

Statement of Duties

Under the supervision of the Library Director, this position is responsible for maintaining a clean, comfortable, and safe environment for library patrons and personnel. This position is responsible for weekly cleaning of the library, maintaining and organizing cleaning supplies, and submitting requests for purchase of needed supplies. Most duties are completed during the library's closed hours.

Supervision

Employee works under the general direction of the Library Director. The employee plans and carries out regular work in accordance with training and with substantial responsibility for independently maintaining the appearance and clean environment of the library building.

As a regular and continuing part of the job, employee must be self-directed and will be working alone.

Job Environment

The library building is approximately 8,000 total square feet. Employee will be responsible for maintaining the cleanliness and maintenance of:

- the main floor which contains all collections, a reading room, and the circulation/staff areas
- a lower level meeting/program room with kitchenette
- a split level foyer with elevator, wooden banister and stairs
- 2 all-gender single toilet restrooms
- custodial storage room, including organization and stocking of cleaning supplies and equipment

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

General

- Maintain a clean building free of hazards.
- Organize and secure all cleaning supplies, tools, and equipment.
- Inform director of any specific maintenance issues in need of attention.
- Create and submit supply purchase lists to the Director in a timely manner.
- Keep accurate record of hours worked and sign timecard before payroll schedule due date.
- Communicate regularly with Director and/or appropriate staff as needed.
- Enter and leave library building according to security procedures.

Second Floor

- Vacuum carpeted areas weekly with special attention to high traffic areas.
- Sanitize library tables, chair arms, counters, and circulation work surfaces at least twice a week.
- Sanitize table and chairs in children's area and clean fingerprints from lower windows.
- Clean and sanitize computer tables, keyboards, mice, and headphones.
- Clean other computer parts and lower parts of computer tables.
- Sanitize countertop and sink in staff break area/Director's office.
- Clean and dust open shelving, circulation desks, window sills and seats, wood surfaces and ledges, and remove any marks on walls, surfaces, or furniture.
- Dust top of light fixtures once a month.

Lower Level

- Vacuum meeting/program room and hallway as needed.
- Clean and sanitize tables and chair arm rests in meeting/program room if the room has been used since the last time it was cleaned (can be determined by checking calendar).
- Clean and sanitize countertop, cabinet knobs, microwave, refrigerator handle, and sink in kitchenette if they have been used since last cleaning.
- Dust wood blinds when needed.

Bathrooms

- Clean and stock both restrooms at least twice per week, including cleaning and sanitizing sinks, toilets, countertops, floors, walls, mirrors, dispensers, doors and handles, and changing tables.
- Perform light plumbing as needed, including unclogging toilets and sinks.

Trash

- Empty wastebaskets and 2 outdoor trashcans and bring all trash to dumpsters behind Fire Hall next door.
- Roll recycling can out to back curb on Mondays or before 9:30am on Tuesday mornings.
- May occasionally require outdoor work such as picking up trash, cleaning outdoor tables or bench seating, and sweeping up patio area.

Split Foyer

- Vacuum landings, elevator lobbies, and carpet runner.
- Clean interior and exterior glass (within reasonable reach).
- Sanitize hand railings.
- Dust/polish all woodwork
- Clean elevator, including door surfaces. Sanitize button pads inside and outside the elevator car.

Recommended Minimum Qualifications:

Education and Experience

Custodial/cleaning experience preferred.

Knowledge, Ability and Skill

Knowledge: Knowledge of cleaning materials, supplies, tools, equipment, cleaning methods and procedures.

Ability:

- Ability to communicate effectively with Director and staff.
- Ability to operate basic cleaning tools and equipment.
- Ability to efficiently prioritize tasks and be effectively self-directed and organized.
- Ability to work hours when cleaning will not interfere with patron and staff use of the library.
- Ability to read and understand all safety labels and warnings on products, tools and equipment being used.
- Ability to assess an emergency and react accordingly.

Physical and Mental Requirements

- Moderate physical effort is required to perform most duties.
- Regularly required to walk, stand, bend, reach, stoop, kneel, crouch, crawl, lift, and reach with hands and arms.
- Occasionally required to lift heavy materials and equipment; sometimes up to 40 pounds.
- Must be able to safely use a step ladder at times.
- Must be able to adapt to changing environmental situations.
- Must spend time doing repetitive tasks.
- Must follow OSHA safety standards and attend required "Right to Know" safety training once a year (paid attendance).

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Fillmore County Funding Distribution

2023 Each library gets same funding as 2022, then the \$7,000 increase is allocated by % of 2021 circulation

Fillmore County

2023 Allocation 258,809

Increase from Last Year: 7,000

	2021 RURAL CIRCULATION (Materials & ebooks)		2022 ALLOCATION	2023 ALLOCATION		Change from Last Year
Chatfield	11,512	26.33%	54,249.77	56,092.74	21.67%	1,842.97
Harmony	5,547	12.69%	31,775.68	32,663.71	12.62%	888.03
Lanesboro	5,698	13.03%	31,256.40	32,168.60	12.43%	912.20
Mabel	716	1.64%	7,267.53	7,382.16	2.85%	114.63
Preston	6,360	14.55%	38,351.20	39,369.38	15.21%	1,018.18
Rushford	5,735	13.12%	36,854.70	37,772.82	14.59%	918.12
Spring Valley	8,157	18.66%	52,053.72	53,359.59	20.62%	1,305.87
	43,725		251,809.00	258,809.00		7,000.00

SELCO bills the county quarterly. Once we receive the funds, they are passed on to the libraries.

Chatfield Public Library

2023 Budget Request Determined by formula

This amount is determined by calculating our average percent of rural Olmsted County circulation and rural Olmsted County registered borrowers in 2021, and then multiplying this percentage by our actual 2021 operating expenditures.

<u>Calculation</u>	<u>Total</u>	<u>Rural Olmsted County</u>	<u>Percent</u>
Circulation	41,268	5,429	13.15
Borrowers	2,249	276	12.27
Average Percentage			12.71

\$260,590 (Actual 2021 Library Operating Expenditures) x 12.71% = \$33,120

On behalf of the Chatfield Public Library Board of Trustees, I respectfully request funding from Olmsted County in the amount of \$33,120 for fiscal year 2023.

Thank you!

Sincerely,



Monica Erickson, Director

Chatfield Public Library Summer Events Overview

We applied for and received \$4,000 worth of programs through Arts and Cultural Heritage Library Legacy funding through SELCO's Vetted Performers procedure this summer (and spring).

The Procedure:

- A Vetted Catalog Selection Team meets to recommend presenters and programs to include in the Vetted Performers catalog.
- We choose performers from this vetted list and contact them to schedule an agreed upon date.
- We fill out an application to schedule this performer through SELCO.
- SELCO contracts with the variety of presenters and programs to handle payment and other behind-the-scenes concerns.
- We publicize before and also after each program.
- We complete a final report and turn in required documents for each Legacy program we present.
- We send a thank you letter to our legislators once all our summer Legacy-sponsored programs have taken place.

All of this summer's programs were paid for with Legacy funds except for our "in-house" Fairy Garden workshops and Creative Challenges.

List of this summer's programs along with their attendance totals.

May 26th, 7pm *2022 Minnesota Author Tour, Brian Freeman

Had to reschedule to Thursday, **July 21st, 7:30pm** due to author's sickness in May. (This was not an ideal date and time for this program, but was the best we could get with very limited options. ☹️ Very good program, though!)

Attendance: 6

Minnesota author Brian Freeman will share his writing process and talk about the success he has found as a mystery author. Freeman's psychological thrillers have been sold in 46 countries and printed in 22 languages. His Jonathan Stride series is set in Duluth, MN. Question and answer, book signing, books for sale.

June 3rd, 11am *The Chione Quintet, City Park Moved to lower level of library due to low temps (bad for wind instruments).

Attendance: 70

Storytime program centering around the chapter book *Shoua and the Northern Lights Dragon*, written by Ka Vang and illustrated by Aimee Haggerty Johnson. Instrument demonstration, character and theme identification paired with American Sign Language, and 10 minute musical story "Shoua and the Northern Lights Dragon."

June 7th – July 12th Weekly Creative Challenges

Attendance: easily about 100 kids each week

A new creative challenge will be introduced each week at the library. Come in any day during open hours and you will find everything needed to complete these fun activities and projects.

June 17th, 10:30am *RAD Zoo, City Park Band Shell

Attendance: 332

RAD Zoo is dedicated to connecting people with nature through a fun, safe, and educational wildlife experience. Their program brings turtles, lizards, snakes and a small alligator for an interactive event you won't forget!

June 24th, 10:30am *Family Music Fun with Will! City Park

Attendance: 170

Will Bjorndahl will perform original and traditional songs for young people of all ages. Driven by audience participation, his songs get kids moving, grooving, and singing. A Naturalist by trade, many of his tunes are environmentally themed, and others are just plain fun! His high energy performances focus on positivity, joy, and learning through curiosity.

July 1st, 10:30am *Comical Misadventures of Mr. Punch, City Park

Attendance: 198

Z Puppets Rosenschnoz present this madcap, call-and-response, hand puppet romp, in which the children must keep the puppets from misbehaving and the Baby triumphs in the end.

July 8th, 1:00pm Fairy or Gnome Garden Workshop for kids, Chatfield Public Library,
ages 8-12

Attendance: 35 (limit of 25 + 10 volunteers/parents)

Come make a miniature container garden that you can take home with you! Preregistration at the library is required; limit of 25 kids.

July 9th, 10:00am Fairy or Gnome Garden Workshop for adults, Chatfield Public Library,
adults

Attendance: 12 (limit of 10 + 2 volunteers)

Adults enjoy gardening in miniature, too! Make your own little garden paradise in a container you bring or in a small plastic container we provide. Explore the art of making tiny rustic furniture, a woodland pool, or fantasy fairy hut with a wee little rock path. We will provide the inspiration, materials, and plants; you bring your imagination and let it go wild. Preregistration at the library is required; limit of 10.

July 15th, 10:30am *Becoming an Author: There's Magic in the Unexpected! Chatfield Public Library

Attendance: 23

By way of hands on materials, power-point and audience participation, Minnesota author and educator Mary Bleckwehl shares her unexpected journey to becoming an author and how YOU could do this too! Topics covered include the publishing process from idea generation to finished product, the importance of editing and the fun (using volunteers!) of using one's imagination to create a story. Bookmarks, coloring sheets, magic, character dress up and a Q&A are all part of this program.

July 22nd, 10:30am *Concert: We are Happy Dads, We are Jolly Pops! City Park
Attendance: 220

The Jolly Pops (Chanhassen, MN) combine upbeat, original music with a host of children's standards for a concert that is sure to please kids and adults alike. Take a fun ride with the Happy Dads and their puppet friends as they sing about alligator dancing, popsicles, trains, pet dinosaurs...and everything in between!

Aug. 25th, 6:30pm *Smash It In Leather! Workshop for adults and teens
Attendance: not held yet

Learn to create designs in leather by compressing the fibers using special tools to create a pattern that is your own style. Each student will get one leather shape to stamp that is theirs to keep. Shapes can be turned into coasters, ornaments, magnets, key rings, bag charms, pendants or bookmarks. Must preregister at the library. Participant maximum: 16

Programs marked with an asterisk () have been funded by the people of Minnesota through the Arts and Cultural Heritage Library Legacy fund, in cooperation with SELCO – our regional library system.*



SUMMER READING 2022



Quick Stats

CHILDREN

- 192 Reading Logs were picked up
- 80 completed logs were turned in

EACH CHILD WHO TURNED IN A COMPLETED READING LOG RECEIVED ...

- \$5 in "Chatfield Dollars"
- a candy bar
- a chance to win a free Family Pool Pass (donated by the City of Chatfield)
- a chance to win a stack of new children's books (donated by a teacher grateful for our services)

"GUESS HOW MANY GOLD FISH CRACKERS"

The child with the closest guess won 4 free tickets to see the Okee Dokee Brothers in concert at Potter in October (donated by the Chatfield Center for the Arts).

7 TEENS PARTICIPATED BY TURNING IN READING LOGS

- Their names went into a drawing for 2 \$50 Amazon Gift cards
- The other 5 received \$5 in "Chatfield Dollars" & their choice of a candy bar

WEEKLY TEEN TRIVIA

Winners received Dairy Queen gift cards.

Library CDs:Root River State Bank CD 35529

- Purchase Date: 05/2018
- Face Value: 85,916
- Interest Rate 2.27%
- Maturity Date: 5/7/2023

SELCO Foundation CD

- 17-month CD at Foresight Bank
- Balance: \$30,015.71
- Interest Rate 0.70%
- Maturity Date: 1/2/2023



CONNECTING & INNOVATING
SINCE 1913

RISK MANAGEMENT INFORMATION

ALL ABOARD! CONDUCTING CITY COUNCIL MEETINGS

Being a part of a council meeting means that each person needs to know about many different things – from the Open Meeting Law to their own role at the meeting. While there is much more to know, this memo is intended to help you get on the right track in conducting meetings.

Common Questions: Open Meeting Law

While there are many nuances and details to the Open Meeting Law, the basic idea is that, in general, meetings of public bodies should be open to the public.¹ While there is no statutory definition of the term “meeting” for the purposes of the Open Meeting Law, Minnesota courts have generally ruled that a meeting is a gathering of a quorum of public officials to discuss, decide or receive information on matters over which they have authority.² This section looks at a few common questions on the open meeting.

Learn More

Read more about the Open Meeting Laws in:

- *Meetings of City Councils*

It's available at www.lmc.org.

Does the Open Meeting Law apply to More than the City Council?

The Open Meeting Law applies to more than just the city council itself. These laws also apply to any committee, sub-committee, board, department or commission of the council.³ Thus, in addition to the city council meetings, the law applies to planning commissions, advisory boards, firefighter relief associations, economic development authorities, and housing redevelopment authorities, among others.

Can we have a Closed Meeting?

There are some limited exceptions to the Open Meeting Law that would allow the public body to close a meeting. The reasons enumerated in the law are the only lawful reasons to close a meeting. There are two types of closed meetings: those that may be closed and those that must be closed.

Meetings for the following reasons may be closed:

- To consider strategies for labor negotiations under PELRA.⁴
- To evaluate the performance of an individual subject to the public body's authority.⁵
- Attorney-client privilege.⁶

¹ Minn. Stat. § 13D.01.

² *Moberg v. Independent School Dist. No. 281*, 336 N.W.2d 510 (Minn. 1983).

³ Minn. Stat. § 13D.01.

⁴ Minn. Stat. §§ 13D.01; 13D.03.

⁵ Minn. Stat. §§ 13.01; 13D.05, subd. 13D.03(a).

⁶ Minn. Stat. §§ 13.01; 13D.05, subd. 3(b).

This material is provided as general information and is not a substitute for legal advice.
Consult your attorney for advice concerning specific situations.

- Purchase or sale of property.⁷
- Security briefings.⁸

Meetings **must** be closed for the following reasons:

- For preliminary consideration of allegations or charges against an individual subject to the public body's authority.⁹
- Portions of meetings at which any of the following data is discussed:¹⁰
- Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults.
- Internal affairs data relating to allegations of law enforcement personnel misconduct or active law enforcement investigative data.
- Educational data, health data, medical data, welfare data or mental health data that are not-public data.
- An individual's medical records governed by certain sections of Minnesota law.¹¹

Keep in mind that there is more to deciding whether to close a meeting than these simply stated reasons. There may be additional or qualifying requirements that must be met. Also, just because a meeting may be closed does not mean that the law allows everything to occur or be decided in the closed meeting.

Do we have to Record Closed Meetings?

All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body.¹² The type of closed meeting dictates how long the tape must be kept, and is shown below. Depending upon the reason for the meeting closure, there may be additional requirements for what must be included in the recorded session or how the tape is handled.

Type of meeting:	How long to keep the recording:
To consider strategies for labor negotiations under PELRA.	2 years after the contract is signed.
To evaluate the performance of an individual subject to the public body's authority.	At least 3 years after the meeting.
Attorney-client privilege.	No taping requirement.
Purchase or sale of property.	8 years after the meeting.
Security Briefings.	At least 4 years.
For preliminary consideration of allegations or charges against an individual subject to the public body's authority.	At least 3 years after the meeting.
Portions of meetings at which certain data is discussed.	At least 3 years after the meeting.

⁷ Minn. Stat. §§ 13.01; 13D.05, subd. 3(c).

⁸ Minn. Stat. §§ 13.01; 13D.05, subd. 3(d).

⁹ Minn. Stat. §§ 13.01; 13D.05, subd. 2(b).

¹⁰ Minn. Stat. §§ 13.01; 13D.05, 2(a).

¹¹ Minn. Stat. §§ 144.291-.298.

¹² Minn. Stat. §§ 13.01; 13D.05, 13D.03.

There is no similar requirement to record open meetings, although many cities do make recordings for a variety of reasons. These recordings must be kept in accordance with record retention and data practices laws.

What is the Penalty for Violating the Open Meeting Law?

A public officer who intentionally violates the Open Meeting Law can be fined up to \$300. This fine may not be paid by the public body. In addition, a court may also award reasonable costs, disbursements, and attorney fees up to \$13,000 to the person who brought the violation to court.¹³

If a public official is found to have intentionally violated the Open Meeting Law in three or more separate actions, the public official must be removed from office and may not serve in any other capacity with that public body for a period of time equal to the term of office the person was serving. However, removal is only required if the conduct constitutes malfeasance or nonfeasance.¹⁴

Common Questions: Open Meeting Law and Technology

The Open Meeting Law does not specifically address newer technologies such as e-mail, social media, blogs, and other forms of communication via new technology. This raises questions on if and how the law applies to these technologies. This section addresses some these common questions.

Does the Open Meeting Law apply to E-mails, Social Media, and Other Similar Technology?

The Open Meeting Law most likely covers technology such as e-mail, social networking sites, blogs, and microblogs. This is because technology could be used in such a way that a quorum of the council receives or discusses city business. Cities need to be careful because electronic communications and other technologies may make it easier to violate the Open Meeting Law. Some common examples include forwarding e-mail messages, responding to another members' blog, or using Facebook, MySpace or Twitter to comment among one another.

Technology can also be used in a way that might create a serial meeting issue. To understand how a serial meeting occurs, imagine that council member A e-mails council member B about a city issue; B e-mails council member C about that issue, and C e-mails A. Serial meetings also can occur through written correspondence, telephone calls, or other technologies. This type of scenario could potentially give rise to an Open Meeting Law violation.

Learn More

Read more about technology and the Open Meeting Law in:

- *Electronic Communications Between Councilmembers*

It's available at www.lmc.org

The Minnesota Supreme Court has indicated that communication through telephone conversations or letters by a quorum of a group subject to the Open Meeting Law about official business would

¹³ Minn. Stat. § 13D.06.

¹⁴ Minn. Stat. § 13D.06; *Claude v. Collins*, 518 N.W.2d 836 (Minn. 1994); *Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. Ct. App. 2006).

violate the law. It seems very likely that this reasoning would also apply to e-mail communication and other technologies.¹⁵ More recently, an IPAD advisory opinion¹⁶ concluded that an advisory board violated the Open Meeting Laws by exchanging e-mail messages relating to official activities of the board. This particular situation was more than just receiving information, but included commenting and providing direction on an issue related to the official business of the board.

How can Councils use E-mail and Other Technologies without Violating the Law?

The answer to this question is not entirely clear, but there are some suggestions that may help keep the city out of trouble.

Councilmembers should treat electronic media only as a way to receive information from the clerk or administrator

One suggestion is that councilmembers never communicate to each other using electronic means, but instead treat electronic media, such as e-mail, only as a way to receive information from the city clerk or administrator. This is sometimes described as using the clerk as a clearing house for information distribution. IPAD¹⁷ has indicated that one-way communication between the chair of a public body (or a staff member) and the rest of the public body is permissible as long as there is no discussion or decision making. To compliment this method of distribution, the city might consider a “no reply” sort of rule when it comes to these resources so councilmembers do not start a discussion of the information by e-mail.

While using the clerk as the clearinghouse for information distribution is probably a safer alternative than having councilmembers communicate directly by e-mail or other technology, it does not completely eliminate concerns about violating the Open Meeting Law. Even this clearinghouse concept could provide opportunity for three or more councilmembers to exchange opinions about city business, so it’s important that the city clerk be aware of and watch for possible issues. Finally, this model would still present problems in Standard Plan cities, where the clerk is also a member of the council.

If councilmembers are engaged in direct electronic discussions, it’s probably best to limit it to only two members

A “no forwarding and no copying” rule might be a good way to make sure the Minnesota Open Meeting Law is not unintentionally violated through electronic conversation.

Be careful with list-servs, chatrooms, forums, and social media

Cities should be careful when councilmembers participate in a listserv, chatroom, forums and social media such as Facebook, MySpace and Twitter. Because these groups may include a quorum of the council, one council member’s comments will be viewed by other members. If the topic has to do with city business and other councilmembers reply, it could prove problematic under the Minnesota Open Meeting Law.

¹⁵ *Moberg v. Independent School Dist. No. 281*, 336 N.W.2d 510 (Minn. 1983).

¹⁶ IPAD Advisory Opinion 09-020.

¹⁷ IPAD Advisory Opinion 09-020.

While there does not seem to be a clear solution on how to avoid Open Meeting Law issues and technology, cities might develop and adopt policies that clarify appropriate or preferred uses of e-mail and electronic communications between councilmembers.

Can we have a Council Meeting where one or more Members Participate in a Different Location by Phone or Other Means?

Generally, the answer is “no.” There are, however, two situations where state law allows a meeting to be held where members of the council in a different location attend the meeting via phone or other technology.

One situation is where there is a health pandemic or a disaster-related emergency. It may be possible to conduct a meeting by phone or other electronic means if all the conditions in Minnesota Statute § 13D.021 are met. This law requires, among other things, that all members of the body participating in the meeting must be able to hear one another and can hear all discussion and testimony.

The second situation allows a meeting to be conducted by interactive television (TV). To conduct a meeting by interactive TV, the conditions in Minnesota Statute § 13D.02 must be met. There is no requirement in this statute that there be a disaster or emergency to meet using interactive TV. This law requires, among other things, that all members of the council participating in the meeting can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present.

In both situations, each member of a body participating in a meeting from a different location is considered present at the meeting for purposes of determining a quorum and participating in all proceedings. Other aspects of the Open Meeting Law and other laws still apply to these meetings.

Common Questions: Conducting Meetings

City councils generally are allowed to regulate their own meeting procedures. This may raise a variety of questions on how a meeting should be conducted so this section covers some of these common questions.

Should the Council Adopt Rules of Procedure?

Generally, it seems to be a good idea for a council to adopt rules of procedure, sometimes called rules of parliamentary procedure. As the name suggests, rules of procedure govern procedures at the meeting, such as making motions and debating. In addition, rules of order help to promote debate and discussion in an orderly manner, while allowing all members to speak on issues. Rules also help to keep the meeting moving in an organized, coherent, and efficient manner. There are no default rules of procedures, in state law or elsewhere, that cities must follow if they do not adopt their own rules.

Learn More

Read more about conducting meetings in:

- *Meetings of City Councils*
- *Chapters 6 and 7 of the Handbook for Minnesota Cities*

Both are available at
www.lmc.org.

Because of the small size of most city councils, procedures at council meetings, particularly in discussions, tend to be quite informal and many cities prefer to

keep things simple and use just the basic rules regarding motions and voting, rather than adopting a more complex set of procedures. Since the council is left to adopt its own rules, it should select something that fits its needs.

Procedural rules may be a stand-alone document or may be included as part of the council bylaws. The council may borrow rules from another source or write its own. Some cities have adopted Robert's Rules of Order, which is a recognized source of parliamentary procedure. Whatever the council decides to use, it should take some formal action to adopt the rules and then follow them.

Learn More

The Minnesota Mayors Association's *Minnesota Mayor's Handbook* includes sample rules, which are available upon request and on the League's website.

Should the Council Adopt Bylaws?

It is generally a good idea for a council to adopt bylaws.

Bylaws cover aspects of the council meeting other than procedural issues, such as meeting organization, the role of the presiding officer, meeting schedules, agendas, and rules of decorum. Bylaws also help meetings to run smoothly and efficiently and help lay the foundation for orderly and respectful communications between the various people at council meetings.

Bylaws may be a stand-alone document, or may encompass other rules or policies, such as rules of procedure. The council should determine what makes the most sense for the city and then take formal action to adopt the bylaws. The Minnesota Mayors Association's *Minnesota Mayor's Handbook* includes sample bylaws, which are available upon request and on the League's website.

Our Council Meetings Run Smoothly, so Why do we Need Rules of Procedure and Bylaws?

Even when council meetings tend to run smoothly, there always is the possibility that something new or controversial will come up at some point that might cause things to be less smooth. Having rules and bylaws already in place will help guide the council through the situation. Adopting rules and bylaws also helps to ensure that meetings continue to run smoothly by outlining the proper procedure that should be followed. This will help ensure that all members are on the same page and things will get done with similarity and continuity over time. It also may help to streamline meetings by eliminating debate on how to proceed in a particular situation.

Do we Need to have an Agenda for a Meeting?

While the law does not require the council to have an agenda for regular meetings, many cities do so because it helps to establish the order in which things will be discussed and what topics can be expected to come up.

It seems to be common practice for councils to address items that were not originally on the agenda of a regular meeting through a miscellaneous item on the agenda, although it could be handled many different ways.

Highlight

When something comes up that is not on the agenda, there sometimes is a question of whether that item may properly be discussed at the meeting. While the answer may not be entirely clear, it depends, in part, on the type of meeting that is being held and the type of meeting rules the council has adopted.

The statutes are basically silent on the ability of the council to address items that are not on the agenda at a regular meeting, so be sure to check local policies or rules.

For a special meeting, an “agenda” is not required, but the city must give notice to the public. This notice must include the date, time, place, and purpose of the meeting. Since the notice of the meeting should announce its purpose, councilmembers should deal only with that specific issue.¹⁸

Similarly, emergency meetings do not require an “agenda,” but the city must give notice to the public. This notice must include the subject of the meeting. The law also states that if matters not directly related to the emergency are discussed or acted upon in an emergency meeting, the meeting minutes shall include a specific description of the matters. While this statute seems to give the council more leeway to take up other matters at an emergency meeting than at special meetings of meetings, discussion of topics other than the emergency should be avoided.¹⁹

Common Questions: Roles at Council Meetings

The council meeting is made up of many different people, each with his or her own role. It is important for each person to know his or her own role at the meeting, including what he or she can or cannot do. This section discusses some common questions related to particular people at meetings.

Mayor

The mayor is the presiding officer of the meeting.²⁰ The mayor generally recognizes speakers for debate and motions, and rules on questions of council procedure. As the presiding officer, the mayor is also in charge of keeping order at meetings. Statutory cities are authorized to preserve order at its meetings. (Charter cities likely have a similar authority in the city charter.) The mayor, as the presiding officer, also is vested with some authority to prevent disturbances.²¹

The mayor of a statutory city is a member of the council and has the same right to vote, and make and second motions as the other councilmembers.²² The right of the mayor to make and second motions is implied from the mayor’s privilege of voting and taking part in regular council deliberations. Generally, the mayor does not have the right to veto council actions.

The mayor generally has no individual administrative authority. He or she cannot give orders or otherwise supervise city employees unless specifically directed to do so by the council. The mayor individually can perform any duty the council legally assigns to them. However, a statutory city council cannot delegate any discretionary powers, defined by the courts as powers involving the exercise of judgment.²³ Charter cities cannot delegate any discretionary authority unless the charter specifically allows delegation.

Learn More

Read more about roles at a council meeting in:

- *City Administration: Clerk, Administrator and Manager*
- *Meetings of City Councils (Chapter 6 of the Handbook for Minnesota Cities)*
- *Role With It – Individual vs. Council Authority*

All are available at
www.lmc.org

¹⁸ Minn. Stat. § 13D.04, subd. 2.

¹⁹ Minn. Stat. § 13D.04, subd. 3.

²⁰ Minn. Stat. § 412.191

²¹ Minn. Stat. § 412.191, subd. 2.

²² Minn. Stat. § 412.191, subd. 1 See “Mayor’s Power to Vote and Make Motions,” Minnesota Cities, Jan. 2004.

²³ *Johnson v. State*, 553 N.W.2d 40 (Minn. 1996).

The role of the mayor may be different in charter cities, so charter cities should consult their charters for more information.

Councilmembers

The most important single responsibility of a councilmember is participation at council meetings. In statutory cities, each councilmember generally has full authority to make and second motions, participate in discussions, and vote on every matter before the council.

As individuals, councilmembers have no administrative authority. They cannot give orders or otherwise supervise city employees unless specifically directed to do so by the council. Individual councilmembers can perform any duty the council legally assigns to them. A statutory city council, however, cannot delegate any discretionary powers, defined by the courts as powers involving the exercise of judgment.²⁴ Charter cities cannot delegate any discretionary authority unless the charter specifically allows delegation.

City Clerk

In a Standard Plan statutory city, the clerk is an elected member of the council. As such, he or she has the same voting powers and other privileges as the other councilmembers. Like the mayor, the clerk in a Standard Plan city is able to make and second motions.

Statutory city clerks have duties specific to their type of city, and general duties that apply regardless of city type. Further, the council may develop other ministerial duties specific to the city's needs. Some duties of standard plan and Plan A city clerks that relate to meetings are:²⁵

- Provide notice of each regular and special meeting.
- Record the proceedings of each regular and special meeting.
- Keep a minute book that contains all of the city council proceedings.
- Keep an ordinance book to record all of the ordinances passed by the council.
- Post and publish such notices, ordinances, and resolutions as may be required.
- Perform such other duties as may be imposed by the council.

Plan B city clerks are subject to the direction of the city manager and have the following statutory duties:²⁶

- Keep public records.
- Maintain custody of and disburse public funds.
- Administer city affairs as ordained by the council.

In addition to the above duties, the clerk may be designated to act as secretary to the council.

Home rule charter cities may have different provisions in their charters, so charter cities should consult their charter.

City Administrator

²⁴ *Johnson v. State*, 553 N.W.2d 40 (Minn. 1996).

²⁵ Minn. Stat. § 412.151, subd. 1.

²⁶ Minn. Stat. § 412.681.

The answer depends on the particular city. Not all cities have an administrator and some cities will combine the clerk and administrator positions. This means that the role of the administrator will vary from city to city. If there is an administrator, the duties should be spelled out in an ordinance or the charter. When the position is combined with that of the city clerk, the position will include all the duties of the city clerk as well.

Some common responsibilities assigned to city administrators that relate to council meetings are:

- Recommend adoption of policies that will further goals of the city council and generally improve the quality of city administration.
- Prepare various reports and summaries for council review.
- Attend and participate in council meetings (but there is no right to vote at meetings).

Cities must only delegate ministerial duties to a city administrator. Ministerial duties are those that do not call for judgment or discretion.

City Manager

In a Plan B city, the city manager must attend all council meetings. He or she has the right to take part in the discussions, but not to vote. The council has the power to exclude the city manager from any meeting at which the manager's removal is considered. Some of the duties of the city manager at a meeting include:²⁷

- Recommending ordinances, resolutions, and policies to the council for adoption the city manager deems necessary for the welfare of the people and the efficient administration of city affairs.
- At the council's request, the city manager must prepare an administrative code for the council to consider for adoption. The code must incorporate the details of administrative procedure, and the manager must suggest amendments to the code from time to time.
- Keep the council fully advised as to the city's financial condition and needs. The manager must also prepare and submit the annual budget to the council.

The city manager must perform any other duties that are required by statute for Plan B cities. Additionally, the manager must meet any other responsibilities set forth in city ordinances or resolutions.²⁸

Some home rule charter cities also have a city manager. The role of the manager in charter cities may be different, so cities should consult their charter.

City Attorney and Other City Staff/Employees

The role of the city attorney and other staff at the council meeting is largely left up to the council to define. The city attorney likely would be at the meeting to offer legal guidance or advice or answer questions the council may have. Department heads or other employees or staff may be asked to attend a meeting to give reports or presentations. The roles may vary depending on the meeting and what is being discussed. It may be helpful for the council to outline the role of these

²⁷ Minn. Stat. § 412.651, subd. 6.

²⁸ Minn. Stat. § 412.651, subd. 9.

people will play at meetings so people can come to meetings prepared and knowing what is expected of them.

Audience

These are often referred to as “open forums.” During this part of the meeting, the chair of the council will recognize members of the audience to speak briefly on topics that concern them.

This will help keep the meeting on track, but still allow for public input. Here are some things to consider:

- Limit the amount of time audience members are allowed to speak at a meeting. It may be helpful to remind people of the time limit before they begin speaking. Some cities also have a clock visible to speakers so they can see when their time for speaking is over.
- Establish procedures for people to sign-up to speak at the meeting. Some cities require the speaker to notify the city at least one day in advance so that he or she can be put on the agenda. Other cities have a sign-up sheet at the meeting for people wishing to speak at the meeting.
- Establish rules or guidelines that citizens must follow when speaking at a meeting. The rules may include things like time limits, procedures for getting on the agenda, prohibiting name-calling or insults, prohibiting conduct that disrupts the meeting, and other similar guidelines.
- Have speakers follow the direction of the presiding officer and direct comments to the presiding officer.

As with any policy that limits or regulates speech, the city should work with the city attorney in developing these sorts of rules. While some limitations are appropriate, the city should be careful that the rules are not too restrictive. Also, if the council does adopt any of these policies, the city must be careful to enforce them equally on all people. For example, so long as a person follows the rules, he or she cannot be prevented from speaking because he or she has something critical or unpopular to say.

If there is an issue, the mayor and council might assign a staff person to look into the issue. The public forum is really just one way for audience members to address

Highlight

Audience members may not speak unless they have been recognized by the chair. In certain situations, however, such as public hearings, this general rule does not apply. Audience members are not normally able to take an active part in the council's discussion at a meeting. If the council will allow members of the audience to speak during the council meeting, it is a good idea to adopt rules that govern these speakers.

Many city councils have scheduled a portion of their meeting for public comment, but this is not required by law.

Something to Think About

When members of the audience are speaking at a public forum, it is the role of the mayor and council to listen to the speakers. The mayor and council may ask questions to clarify or gain better understanding. The mayor and council, however, usually do not respond or attempt to solve the problem during the open forum.

their elected representatives and to raise issues, not to dominate or take-over the meeting or other council business.

At least one copy of the materials made available to the council at or before the meeting must also be made available for inspection by the public. This does not apply to not-public data or materials relating to the agenda items of a closed meeting.²⁹

While council meetings must be open to the public, no one who is noisy or unruly has a right to remain in the council chambers. When the council decides that a disorderly person should not remain in the meeting hall, the police may be called to execute the orders of the presiding officer or the council.³⁰

Conclusion

Conducting a council meeting requires knowledge of many different things. Knowing the Open Meeting Law, setting up procedures for the meeting, and knowing your role at the meeting will all help with running an efficient and smooth council meeting.

Alexis Stangl, 03/10

Learn More

To find out more details on the issues discussed in this memo, check out the following:

- *City Administration: Clerk, Administrator and Manager*
- *Electronic Communications Between Councilmembers*
- *Handbook for Minnesota Cities (Chapter 6 and 7)*
- *Meetings of City Councils*
- *Role With It - Individual Vs. Council Authority*

These are all available on the League's website: www.lmc.org

²⁹ Minn. Stat. § 13D.01, subd. 6.

³⁰ Minn. Stat. § 609.72, subd. 1(2); *State v. Guy*, 242 N.W.2d 864 (Neb. 1976).



SELCO/SELS Board of Directors
Annual Meeting of the Corporation Minutes
In Person Meeting with Online Option on Zoom
Tuesday, July 19, 2022
 (Rescheduled for CRPLSA meeting)

Name	Appointing Library/County		Name	Appointing Library/County	
Vacant	Albert Lea/Freeborn		Vacant	Mabel	
Sue Grove	Austin/Mower County		Judy Schotzko	Northfield	✓
Ashley Hartson	Brownsdale		Joanne Swenson	Olmsted County	✓
Cassie Rauk	Caledonia		John Pfeifer Meredith Erickson	Owatonna/Steele County	✓✓
Elizabeth Zimmermann	Cannon Falls	✓	Hope Carroll-Rizzo	Pine Island/Van Horn	✓
Ann Halloran	Chatfield	✓	Mary Schneider	Plainview	✓
Nancy Thornton	Dodge Center	✓	Steve Hall	Preston	✓
Vacant	Dodge County		Susan Richardson	Red Wing	
Jayne Spooner	Faribault	✓	Vacant	Rice County	
Brad Anderson	Goodhue County	✓	Vacant	Rochester	
Vacant	Grand Meadow		Daniel Munson	Rushford	✓
Harvey Benson	Harmony	✓	Vacant	St. Charles	
Vacant	Hokah		Milly Halverson	Spring Grove	✓
Lisa Skifton	Houston	✓	Kristina Rader	Spring Valley	✓
Bob Burns	Houston County	✓	Eileen Weinhold	Stewartville	✓
Beverly Jorgenson	Kasson	✓	Jeanne Pietig	Wabasha	✓
Vacant	Kenyon		Cheryl Key	Wabasha County	
Jim Nissen	La Crescent	✓	Vacant	West Concord	
Vacant	Lake City		Vacant	Winona	
Linda Hennessey	Lanesboro/Fillmore	✓	Vacant	Winona County	
Pat Utz	Le Roy	✓	Cheryl Beacom	Zumbrota	✓
Vacant	Lonsdale				

Krista Ross	Executive Director	√	Ashley Dress	SELS Librarian	
Jen Schroeder	Director of Admin	√	Cindy Dunbar	Office Coordinator	√
Cheryl Hill	Director of Res Sharing		Brigette Rol	SELCO Advisory Liaison	√
Michael Flores	Director of Tech Services			SELS Advisory Liaison	
Pam O'Hara	Director of Outreach & In	√	James Hill	Zumbrota Public Library Dir.	√
Steve Harsin	Public Library Consultant	√	Monica Erickson	Chatfield Public Library Dir.	√
Beth Nelson	Rushford Public Library Dir.	√			

Call to Order

Dan Munson called the meeting to order at 5:30 pm. He asked online participants to please keep their video on so we can see them. He also asked for in person participants to not join the online meeting. Dan introduced three new members joining us tonight: Meredith Erickson, Owatonna Public Library and Steele County representative, Ann Halloran, Chatfield Public Library representative, and Mary Schneider, Plainview Public Library representative. All other introductions were then made.

Approval of Agenda

Motion by Brad Anderson, second by John Pfeifer, to approve the July Agenda as presented. Motion carried.

Approval of Consent Agenda

Motion by Jeanne Pietig, second by Linda Hennessey, to approve the Consent Agenda as presented. Items approved include: the May Minutes, Executive Director's Report, SELS Report, and the SELCO and SELS Financial Reports. Motion carried.

Receive Board Committee Reports

Advocacy Committee - Judy Schotzko reported that the committee met on June 20th and discussed how important it is for every board member to get involved in advocacy. Some possible upcoming activities are: creating a template for libraries on holding candidate forums, asking libraries with regular radio spots to share information about the RLBSB bill, and building more advocacy training and resources for libraries. Jeanne added that volunteers are the ones legislators really listen to, so we need your voice.

Personnel Committee - Kristina Radar said the committee met on June 13 to perform the Executive Director's review. They received the survey results and went through all the comments. Milly Halverson added that there was a lot of good input from staff, board members and member libraries. Some of the comments included that Krista is visionary, has good leadership, is an excellent communicator, collaborative, team oriented, able to work with diverse groups of people and more. The committee gave Krista a Solid Performance year. The board applauded Krista.

Executive Committee - Dan thanked Brigette Rol, who came to the meeting on June 21 to represent the SELCO Advisory Committee's recommendation. He publicly apologized for his treatment of her at that meeting. The committee talked at length about the Board Structure report. Jeanne mentioned that the committee had significant problems with the report both substantively and procedurally. The committee unanimously approved of discussing (but not voting on) the report at the July 19, 2022 board meeting.

Discuss SELCO Advisory Committee Recommendation

Dan opened the floor for board members to discuss the SELCO Advisory Committee's recommendation. Elizabeth Zimmermann said the library directors were providing comment on the board structure study, but she felt the study itself had issues. She suggested we not even discuss the library director's recommendation, but move ahead to item 7 on the agenda where the real issue is.

Linda raised a question about SELS. The board sees issues brought up from the SELCO Advisory Committee, but she wondered if they see things from the corresponding SELS body? She struggles to understand the difference. Dan commented that he intends to make some adjustments on that going forward and will mention that in item 15.

James Hill, Zumbrota Public Library Director, requested to be allowed to address the topic of the SELCO Advisory Committee's recommendation. The library directors read the report from SCG Nonprofit and agreed with the assessment that the board structure needed to be changed, the size of the board should be reduced, and that public library staff should be represented on the board. Jim Nissen asked why James felt the board needed to change its structure. James explained one reason is financial oversight.

Elizabeth commented that part of the report should have been talking to the libraries, as was done with the strategic plan. She feels the library directors were presented with something, the board structure report, that they never should have been presented with. She would like to see the board invest in seeing how members are chosen and how they should operate.

John Pfeifer commented that the Executive Committee took the SELCO Advisory Committee Recommendation under advisement. His key take away from the board structure report was a problem with having the counties appoint board members. This made the structure recommended to reduce the size of the board an issue. The Executive Committee did not feel the report should be brought to a vote. Dan added that the board structure study report is a good start, but it is not the end of the matter. Next the board needs to delve in deeper into this issue for itself.

Other issues with the board structure report that were discussed:

- COVID affected the board over the last two years
- Findings were opinions not facts
- Board members are responsible to represent their libraries
- Does a possible merger of SELCO and SELS affect the board?
- Jen Schroeder was asked whether this board had good oversight of the previous executive director's spending habits. The board saw the quarterly financial reports. Jen made the financials more visible after she started; example: list of individual credit card transactions.
- Board members cannot operate in adversarial roles with our libraries

Brad Anderson sees how the board functions as the problem and believes better use of committees is the solution. Kristina Rader suggested we utilize board members' strengths to improve committee work.

There was much more discussion and Dan brought it to an end saying we would not solve this problem tonight.

Approve Structure Study Task Force Recommendation #1

Dan read the Structure Study Task Force recommendation that the SELCO/SELS Board of Directors make no changes to the fiscal year. Dan asked for a motion and Jeanne Pietig said that there is no need to vote on it. If a committee chooses to do nothing, you do not make a motion to do nothing. Krista explained

that the task force does not have the authority to make this decision, so this was a recommendation that the board make the decision to leave the fiscal year as it is. One of the deliverables for the task force was the question of whether the fiscal year should be July-June or changed to a calendar year. No vote was taken.

Discuss Structure Study Task Force Recommendation #2

The Structure Study Task recommended that the SELCO/SELS Board of Directors review the Board Structure Review-Evaluation and Consideration report and choose either Option 21 or Option 16 as the board structure to move forward. The board already discussed this at length during item 6.

Motion by Elizabeth Zimmermann, second by Judy Schotzko, that the SELCO/SELS Board of Directors create a task force to explore the top issues needing resolution and critical areas to address. The task force will be composed of eight members, including five board members, one SELCO staff, one SELCO representative (public library director) and one SELS representative. The task force will have a timeline of 90 days from today to report.

Steve Hall offered the comment that after one year of serving on the board, he knows no more about how this operation works than when he started. Is this task force now going to be addressing the board size and its structure or is it about committees? Dan explained that this newly proposed task force is to address these very concerns. The question of board size is not going away, we are just going to look at board function in depth first. What are the critical points at which change needs to occur?

Motion carried by majority vote. There were two no votes. It will be called the Board Function Task Force.

Members of the Board Function Task Force will be:

1. Elizabeth Zimmermann, Chair, Board representative
2. Brad Anderson, Board representative
3. Judy Schotzko, Board representative
4. Robert Burns, Board representative
5. Steve Hall, Board representative
6. Jen Schroeder, SELCO staff
7. James Hill, SELCO rep, public library director
8. SELS rep to be named later

The Structure Study Task Force will continue to meet so it may complete its charge regarding the question of merging SELCO and SELS.

Approve Nominating Committee Recommendation

Jim Nissen reported that he and Judy Schotzko served on this committee along with Krista who provided background information on candidates and the process. They met April 7 and they recommend the following slate of candidates for the Executive Committee. They are, Daniel Munson, President, Jeanne Pietig, Vice President, Milly Halverson, Secretary, Eileen Weinhold, Treasurer, Sue Grove, Nancy Thronton and Elizabeth Zimmermann, Members-at-large. These candidates meet all three objectives of library size, experience and geographic representation. All the candidates have been contacted and are willing to serve.

Motion by John Pfeifer, second by Linda Hennessey to approve the above stated slate of officers for the Executive Committee for FY2023. Motion carried.

Recognize Outgoing Board Members

Dan recognized outgoing board member John Pfeifer for his nine years of service. He has been a super star, a voice of reason and calm all the years Dan has served with him. Thank you John for your service, in appreciation, we offer you this gift and a certificate of service. The board applauded John.

Set Meeting Dates for FY23

The dates for the next calendar of board meetings will be September 27, 2022, November 15, 2022, January 24, 2023, March 28, 2023, May 23, 2023 and July 25, 2023.

Review Conflict of Interest Forms

You received electronic versions of the Conflict of Interest forms. These are a requirement of our non-profit status and must be filled out annually. Please return completed forms to Cindy Dunbar.

Authorize Submission of FY2023 SELCO ACHF Library Legacy Aid Application

Krista explained that the legislature appropriates the funds every year to reauthorize for library legacy. This is the Clean Water, Land & Legacy Amendment, the Arts and Cultural Heritage fund part that SELCO Legacy applies for. We are asking for the same amount we received in FY2022 and will get confirmation of the actual amount in September when it is authorized.

Motion to authorize the submission of the FY2023 SELCO ACHF Library Legacy Aid Application by Brad Anderson, second by Jeanne Pietig. Motion carried.

Approve Wabasha County Contract

The current contract for Wabasha County Library Services expires on December 31, 2022. The librarians met with the county representatives and negotiated the terms of this contract. All parties have approved and now SELCO needs to approve it as well.

Motion to approve the SELCO-Wabasha County Contract for Library Services by Brad Anderson, second by Beverly Jorgenson. Motion carried.

Discuss Upcoming Changes to Agenda Format

Dan expressed some things he is looking at changing on the board agenda format, acknowledging that meetings may take a little longer, but there may be things that need to be discussed and we need to understand them. One thing he will add is offering librarians the opportunity to come speak directly to the board. We will hear from two counties per board meeting, whoever from those counties who wants to come. Another change will be separating SELS and SELCO business items on the agenda and actually having two separate meetings. We will also add written reports from SELCO Staff on their departmental activities. There was a suggestion to change the agenda item "Highlights from Around the Region" to "Concerns from around the Region."

Call for Board Committee Representatives and Board Interest Survey

Please complete the Board Interest Survey to aid Dan in seating the committees of the board. Remember you are required to serve on at least one committee in your first term on the board. Dan

would like to see more people on each committee and will open seats to librarians as well. The Board Interest Survey will be sent to library directors. SELCO Board members will have the majority of seats on each committee. There was a request for a roster of board members to be distributed. This will include the city, email and phone numbers for each member.

James Hill requested to add a comment. SELCO is a non-profit organization. All the other regional library systems in Minnesota are in joint powers agreements. James sought an opinion from the League of Minnesota Cities, and they stated that SELCO is functionally a quasi governmental agency. SELCO functions more as a government agency than a non-profit due to their structure. This is really a government agency that is primarily tax funded.

Meeting adjourned

Respectfully submitted,

Milly Halverson, Secretary

Transcribed by Cindy Dunbar, Office Coordinator