

Chatfield Public Library Board of Trustees Meeting Agenda
December 1, 2022 7:00pm

- I. Chatfield Public Library Board of Trustees – December 1, 2022 – 7:00pm – Public Library
- II. Call to Order
- III. Approval of October Meeting Minutes
- IV. Budget Review
- V. New Business
 - a. Collection Policy Revision
 - b. Chosen Valley Grant
 - c. Library Programs Review
- VI. Old Business
 - a. Olmsted County Funding Update
 - b. Assistant Library Director position
 - c. MLA Conference Report
 - d. Library Finances Considerations
- VII. Roundtable
- VIII. Adjourn
- IX. Upcoming Meetings:
 - a. Library Board, January 5, 2023 at 7:00pm

Chatfield Public Library Board of Trustees Meeting Minutes
October 6, 2022
7:00pm at the Chatfield Public Library

Present: Karen Greenslade, Angie Grant, Sandy Sullivan, Kathy Kamnetz, Mike Speck, Ann Halloran and (Librarian) Monica Erickson

Absent: Kathryn Snodgrass, Todd Johnson and Pam Bluhm

I. Call to Order

- a. Angie Grant called the meeting to order at 7:04pm

II. Approval of August Meeting Minutes

- a. Karen Greenslade motioned and Sandy Sullivan seconded.
 - i. Motion carried.

III. Budget Review

- a. Revenues were at 63.75% and expenditures were at 74.86% at the end of September.
- b. Expenditures are right on budget.
- c. Donations are up 5 times what was anticipated.
 - i. Consistent regular donations from the quilting groups who use the lower level meeting room for retreats.

IV. New Business

- a. Storytime begins again!
 - i. 5 kids and 4 adults in attendance
 - ii. Multiple crafts were prepared.
 - iii. Monica was satisfied with how the storytime went.
 - iv. Discussion about providing a thank you gift card and card to Marlene Hisey for her work with Storytime
- b. Margaret Viss resignation
 - i. Her father has passed away - the board agreed an arrangement should be sent from the Chatfield Public Library board and staff.
 - ii. Discussion about advertising for Margaret's position.
 - 1. Goal is to promote Christy before hiring another person.
 - 2. Valerie is not interested in increasing her hours.
 - 3. Margaret agreed to stay on staff as a substitute.
- c. MLA Conference
 - i. In Duluth October 27-28th
 - ii. Many options of sessions
 - iii. Board members are able to attend if they wish. Sometimes there are sessions specifically geared toward them.
- d. More shelving needed in Children's section

- i. The shelving is very tight and there are often more books than what can fit on the current shelving space.
 - ii. Staff have been creative until this point; pulling out seasonal/holiday books only when that season/holiday is current.
 - iii. Kay Kirtz's family wanted to buy something for the children's area in honor of Kay. Monica has informed them of the need for shelving.
 - iv. Monica reached out to Christian Henry as he was the historian/architect involved in the remodel. He agreed to look at it and draft some options. Monica has not heard back from him at this point. They are thinking wood shelving with steel shelving inside it similar to what is already in that room.
 - v. \$5,440 current donations from Kay's family and others.
- e. Assistant Library Director position
 - i. Monica has been working on this job description.
 - ii. The goal is to promote Christy to this position
 - iii. Discussion about pay grade/steps and what salary is fair for this position. As well as what determines a pay grade.
 - iv. Monica and Todd had budgeted \$54,429 for this position initially.
 - v. Monica or Mike will have a conversation with Joel Young about the new position and how grade and step are determined in the City's pay grid. Because Christy is such a valuable staff member, the Board wants to make this determination in such a way as to encourage her to remain on staff and look forward to future increases in steps.
- f. Community Needs Assessment
 - i. Christy and Monica went through the assessment thoroughly.
 - ii. Approximately 40 people completed the survey
 - 1. Questions about how people were notified of the survey - in-house publicity, social media, and weekly newspaper article

V. Old Business

- a. Update on new staff
 - i. Ann Miksch was hired as the new Storytime person.
 - ii. Leah Bucknell was hired as the cleaner for the library
 - 1. 8 hours per week
 - iii. Groundskeeper - happy with the work she is doing.

VI. Roundtable

- a. Mike Speck asked if volunteers would be useful for anything at the library.

- i. Monica says that it is difficult to come up with things for volunteers at this point because of how automated the system is. Many tasks would require extensive training.
- ii. Right now staff is attempting to find something for a local Boy Scout to do to fulfill a requirement - needs to be 4 hours.
 - 1. Suggestion of having him lead his own "story time" on a Saturday.
- b. Karen - Elizabeth Gunn - 95 died recently - maiden name Mcconnell - Chatfield native, but moved out of the area. She started writing in her 70's and wrote several successful mystery novels.

VII.Adjourn: Meeting adjourned at 8:24pm

- a. Motion to adjourn by Mike Speck and seconded by Kathy Kamnetz
 - i. Motion carried.

VIII.Upcoming Meetings:

- a. MLA Conference, Oct. 26th-28th in Duluth
- b. Library Board, November 3, 2022 at 7:00pm

Respectfully submitted by
Ann Halloran – Secretary Pro Tem

CHATFIELD PUBLIC LIBRARY COLLECTION DEVELOPMENT & RECONSIDERATION POLICY

Mission statement:

The Chatfield Public Library serves as a vibrant community center which meets the various and ever changing needs of all Chatfield area community members. Services are specialized, individualized and relationship-focused to provide a high quality and positive experience. Patrons can expect friendly and knowledgeable staff, non-biased service and a comfortable physical environment.

Vision statement:

The Chatfield Public Library will continue to be a welcoming and friendly center for the Chatfield area community. The library's future includes preserving the Carnegie Library heritage, individualized services to patrons, technological advancements and quality programs. This vision will be realized through responsible fiscal stewardship and maintaining a flexible position of change and innovation.

COLLECTION DEVELOPMENT POLICY

Support for Intellectual Freedom

The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.

Objectives

The library's materials collection is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the library's service area. Collection development staff maintains a patron-oriented collection by anticipating and responding to needs and expectations.

Collection decisions are made in conjunction with the strategic initiatives, especially the following:

- Positioning the library as the preferred partner for lifelong learning
- Embracing diversity
- Developing library services that incorporate both physical and virtual collections
- Committing to excellence in service to improve effectiveness and remove barriers

Responsibility for Selection

Staff contributes to the development of patron-oriented collections by:

- Engaging in open, continuous two-way communication with library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics
- Interacting with patrons with understanding, respect, and responsiveness
- Handling all requests equitably
- Working in partnership with one another to understand and respond to community needs
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened

Selection Criteria

Public libraries are diverse and represent a broad demographic. With a patron base that can include infants to the elderly, selection criteria should take into account the various interests and needs of the patrons the library serves. Criteria for selection of materials should also depend on the goals and mission of that particular library/system. In general, public libraries provide collections containing a wide variety of material formats, including print, audio-visual, and electronic. In selecting materials and developing collections for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of the region it serves but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

General Criteria:

- Present and potential relevance to community needs

- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by library patrons

Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Special Considerations for Electronic Information Sources:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment
- Available in full text

Reviewing Sources

A variety of reviewing sources are used. Some of these are: Booklist, Goodreads, New York Times Book Review, Publishers Weekly, Shelf Awareness, Library Journal, Kirkus Reviews, NPR, Book Riot, Independent Book Review, Literary Hub, and more.

Acquisitions Procedures

The ultimate responsibility for materials selection rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. The Library Director may delegate to other staff members the authority to select materials in accordance with the library's mission and policy.

Special Collections

A special collection of books or other materials important to local history and which are rare or are in delicate condition are kept as non-circulating archival copies to be used in the library.

Selection of Materials on Controversial Topics

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

Gifts and Donations

Accepting gifts and donations is an important way for the library to benefit from the generosity of the community. Gifts and donations of materials are reviewed using the same criteria as purchases.

Any gift accepted by the Chatfield Public Library is subject to the following conditions:

- The Library retains unconditional ownership of the gift.
- The Library makes the final decision on the use or disposition of the gift. It may be given to other libraries and non-profit agencies, sold, traded, or discarded if it is not added to the collection.
- The Library reserves the right to decide the conditions of display, housing, and access to the gift.
- The Library cannot assume responsibility for notifying the donor if the gift is permanently withdrawn, damaged, or lost.
- The Library will not affix a value for income tax purposes to any gift accepted. It is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy, or for purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

Collection Maintenance and Weeding Policy

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection.

Withdrawn materials are donated to other entities, offered for sale, offered to library visitors for free, recycled or disposed of.

Reconsideration Policy

The library fully endorses the principles documented in the Library Bill of Rights, Freedom to View, and the Freedom to Read Statement of the American Library Association.

The library has the responsibility to serve all the residents of its community. It hereby adopts the philosophy that a public library will not curtail what an individual may or may not read, see, or hear. The library strives to make available a representative selection of materials on subjects of interest to its patrons, including materials on controversial topics to enable patrons to make informed decisions. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

The library is aware that one or more persons may take issue with the selection of any specific item in the collection and/or display of library materials, and will consider any expression of opinion by patrons. However, the library does not undertake the task of pleasing all patrons by the elimination of items or displays selected after due deliberation under guidance of the policies expressed herein. Anticipated approval or disapproval by persons or groups will not be considered in the selection process or in the decision to place material on display.

The library does not endorse particular beliefs or views; nor is the selection of any given material equivalent to sanction of the author's views.

Materials are selected on the basis of the content as a whole and without regard to the personal history of the author, composer, or producer. Each work is considered on its own merit. Library materials will not be marked or identified to show approval or

disapproval of the contents. Materials will not be sequestered except for the purpose of protecting them from damage or theft. Selection of materials will not be inhibited by the possibility that materials may come into the possession of minors; monitoring the reading and viewing of children is entirely the responsibility of their parents or legal guardians.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with the library director. If the patron is not satisfied with the response to their request, the director will provide the patron with information and a form to request formal reconsideration of the library resource.

Procedures for Handling Informal Complaints

The process begins with a librarian discussing the complaint with the patron who brings it to the service desk. During that interaction, the librarian will explain that the library has materials for everyone and everything goes through a selection process or is purchased because of patron requests. The librarian should offer to assist the patron to find alternate materials that would better meet the needs and interests of the patron and/or their family members. If the patron chooses to go forward with the challenge, the complainant should be provided with a request for formal reconsideration form.

A patron who wishes to request the reconsideration of library material for any reason may meet with the library director. If the patron is not satisfied after speaking with the library director, they may begin the process of filing a formal complaint.

Procedures for Handling Formal Complaints

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.

6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

Olmsted County Funding

We requested \$33,120 from Olmsted County for 2023 funding using the same formula that the 4 smaller Olmsted County libraries now all use.

November 21 email from Olmsted County Finance:

The Board made no changes to your 2023 funding as recommended by Olmsted County Administrator Heidi Welsch at the November 16 budget reviews.

	2023
	Recommended
Organization	Budget
Rochester Public Library	1,215,109
Chatfield Public Library	33,120
Pine Island Public Library	58,600
St. Charles Library	19,596
Stewartville Library	59,597

The 2023 proposed budget will be presented at the Truth in Taxation public meeting 6:00 pm December 1 in the Government Center Board Room, at which the public has an opportunity to give budget feedback to the Board.

Funding decisions are not final until the Board adopts the budget at the December 20 Board meeting. You will be notified of your final funding amount after the Board adopts the budget.

Chatfield Public Library Assistant Library Director

JOB DESCRIPTION

SUPERVISOR - Library Director

HOURS OF WORK - Full Time

PRIMARY FUNCTION

Assists Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policy.

QUALIFICATIONS, EDUCATION, EXPERIENCE AND SKILLS REQUIRED

Graduation from an American Library Association accredited college or university with a Master's Degree in Library Science, and 5 years of library experience; or an equivalent combination of education and experience which provides the required knowledge and abilities.

- A minimum five years of hands on, daily library experience including working experience with automated systems, on-line searching, US Marc format, interlibrary loans, cataloging practices using standard rules, and public service.
- Demonstrated ability to provide effective reference services using a wide range of sources through print, digital, referrals, interlibrary loan networks and other library sources.
- Excellent communication skills, good organizational skills, and the ability to prioritize.
- Maintains knowledge of standard library principles and practices and concepts of freedom of speech, copyright, collection development, weeding, patron confidentiality, censorship and other library ethical issues.
- Expertise and proficiency with computers and related hardware, popular library software, internet and digital communications.

SPECIFIC DUTIES

- Serves as the first line manager and supervisor for staff, organizing work schedules, assigning and reviewing work
- Supervises cataloging, classification, and processing of all library materials using SELCO-approved principles and Chatfield Public Library best practices
- Provides leadership in working relationships and communication, ensuring high productivity and quality public service
- Helps ensure safe conditions for staff, public, and building operation
- Takes appropriate action in building emergencies

- Acts as Horizon Database Co-Manager - troubleshoots problems, instructs staff and patrons, works with SELCO staff for maximum functionality, resolution of problems, and future applications
- Assumes responsibility for maximum patron access to materials through efficient cataloging, and manipulation of the automated system
- Responsible for computer software and hardware troubleshooting
- Manages effective, cost efficient and timely interlibrary-loan services
- Assists in managing inventory of supplies
- Researches, selects, and purchases library materials for all age groups and in all formats and genres
- Conducts on-going review of collection as to relevance, accuracy of information and physical condition; weeds unsatisfactory materials and replaces when necessary
- Evaluates donated items and determines what will be done with them
- Assists in the development of library policy and procedures
- Participates in the development and training of staff and volunteers
- Participates in the screening, interviewing, and recommended hiring of new staff
- Assists in budget preparation, negotiation of expenditures, and grant writing
- May represent the library at professional meetings
- Assists in planning, implementation, and evaluation of long and short term goals and objectives
- Researches and selects book summaries and reviews for weekly newspaper article
- Collaborates with Director in planning, implementing, and evaluating Summer Reading Program
- Provides direct public service including reference, reader's advisory, curbside delivery, and homebound delivery
- Coordinates individualized services to book clubs and Care Center patrons
- Creates appealing exhibits and displays
- Supervises the use of the meeting room and other library facilities by the public
- Evaluates information sources and advises patrons as needed
- Responsible for materials lists and bibliographies as needed
- Seeks out and arranges library programs to meet community needs
- Promotes library services and programs within the library and the community
- Plans, organizes, and implements special projects as needed
- Keeps abreast of developments in the field of library science
- Participates in workshops, conferences, and classes
- Performs other related responsibilities as necessary

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Hand-eye coordination is necessary to operate computers and other office equipment. The employee is occasionally required to climb or balance; stoop, kneel, and crouch.

The employee must occasionally lift and/or move objects up to 50 pounds.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must perform highly complex and varied tasks requiring independent knowledge. The ability to concentrate on fine detail with some interruption is frequently required.

GENERAL PERFORMANCE REQUIREMENTS

In order to perform these duties effectively and in a manner consistent with the library's commitment to high quality public service, the employee must possess, and will be expected to consistently exhibit, the qualities and capabilities included as General Performance Requirements.

- Competence: The ability to learn various job functions including computer competence and to perform job functions correctly and completely.
- Productivity: The ability to function efficiently and purposefully to produce the expected volume of useful work in a timely manner.
- Initiative: The capacity to view duties broadly rather than narrowly, to be a "self-starter," to anticipate problems or needs and be resourceful in handling them, to step forward to address issues without being specifically directed to do so, and to take responsibility for thorough and effective follow-through.
- Commitment: Dedication and a sense of responsibility to your co-workers and the library as well as to the job. Consistently fulfill your work schedule, exhibit good work habits, meet deadlines, and give extra of yourself when necessary to meet the needs of the library.
- Judgment: The ability to make appropriate decisions given both the situation at hand and your position at the library, to exercise discretion where needed, and to establish priorities correctly when performing your duties.

- Teamwork: The capacity to interact effectively with co-workers for the common good of the staff and the library. A cooperative, non-competitive spirit, supportive, courteous, with respect for the feelings, circumstances, and perspectives of others all contribute to teamwork and staff cohesiveness. An ability to adapt to change and a willingness to accept direction and constructive criticism from a supervisor.
- Effective Public Service and Interpersonal Contact: This requirement includes attitude, demeanor, and appearance as well as specific skills. Responsiveness, courtesy, helpfulness, the ability to speak and write clearly and grammatically, a neat personal appearance, and an orderly work space result in patron satisfaction and project a positive image of the library to the public.
- Leadership: The willingness and the ability to assume responsibility by exhibiting creative problem solving skills and the ability to grow and develop in times of change.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.