

**Chatfield Public Library Board of Trustees Meeting Agenda**  
**January 5, 2023 7:00pm**

- I. Chatfield Public Library Board of Trustees – January 5, 2023 – 7:00pm – Public Library
- II. Call to Order
- III. Approval of December Meeting Minutes
- IV. Budget Review
- V. New Business
  - a. 2023 Holidays/Closed days
  - b. Upcoming Library Programs
    - i. Legends and Folklore of Winter – Chad Lewis
    - ii. Chill Fest
- VI. Old Business
  - a. Olmsted County Funding Update
  - b. Koala Kare Changing Table Update (re: insurance coverage)
  - c. Assistant Library Director position details (finalize grade, step, start date, etc.)
- VII. Roundtable
- VIII. Adjourn
- IX. Upcoming Meetings:
  - a. Library Board, February 2nd, 2023 at 7:00pm

**Chatfield Public Library Board of Trustees Meeting Minutes**  
**December 1, 2022**  
**7:00pm at the Chatfield Public Library**

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

Absent: Kathryn Snodgrass, Pam Bluhm, Ann Halloran

I. Call to Order

- a. Angie Grant called the meeting to order at 7:00pm

II. Approval of October Meeting Minutes

- a. Mike Speck made a motion to approve and Kathy Kamnetz seconded.
  - i. Motion carried.

III. Budget Review

- a. Revenues were at 69.38% and expenditures were at 90.61% at the end of November.
- b. 91.66% would be right on budget.

IV. New Business

- a. Collection Policy Revision
  - i. Book challenges lately across the country; we need to be prepared
  - ii. Monica found that the American Library Association proved to be a great resource in creating a new Collection Development and Reconsideration Policy.
  - iii. This one policy will replace our former separate Collection Development and Reconsideration Policies.
  - iv. Sandy Sullivan made a motion to approve the new Collection Development and Reconsideration Policy, Mike Speck seconded.
  - v. Motion carried.
- b. Chosen Valley Foundation Grant
  - i. Monica and Christy applied for the small grant of \$500 to start a STEAM (Science, Technology, Engineering, Art, and Mathematics) Kit collection to circulate as we do our new Adventure Kits.
  - ii. Monica gave examples of some of the items that would be purchased.
  - iii. There is donated money that can be used to add to this collection.
- c. Library Programs Review
  - i. 10/20/22 Pumpkin Carving Workshop was very successful! Attendees of all ages.
  - ii. 12/10/22 Santa will be at the Library courtesy of the Commercial Club
  - iii. 12/20/22 Community Ed Story Theater will present 3 different stories to the Storytime group. Ann will provide Christmas crafts for the kids to enjoy after.
  - iv. 1/19/23 Chad Lewis – Folklore of Winter program for adults
  - v. 2/4/23 ChillFest – program TBD

## V. Old Business

- a. Olmsted County Funding Update
  - i. \$33,120 is initial recommendation to County Board for our 2023 funding; this is the full amount we requested
  - ii. Amount will be finalized later in December
- b. Assistant Library Director position
  - i. Mike and Todd met with Joel Young to discuss how job description dictates what grade a position merits.
  - ii. The Library Board will discuss further; Monica will share details of the promotion with Joel and City Council.
- c. MLA Conference Report
  - i. Monica thanked the Library Board for making it possible for her and Christy to go to MLA.
  - ii. Monica briefly described their 3 favorite sessions from the 2 day conference in Duluth in October.
- d. Library Finances Considerations
  - i. Mike and Todd talked to Joel Young about how the library's CD's and Endowment Fund are being handled; wondered if there were concerns.
  - ii. They reported that Joel said that keeping these funds separate is fine.

## VI. Roundtable

- a. Monica:
  - i. Phone in elevator was not working; phone company said connection to building was good; tech from Phone Station Inc out of Faribault (that's who the City uses) came; he found "bad surge arrestor, removed and tested" and then phone worked; a month later phone not working again; Phone Station tech came again & found phone was actually working! We were charged full price for both visits.
  - ii. Koala Kare changing table: Unit in basement bathroom found broken; Monica filed a vandalism claim and was able to order a replacement unit directly from Koala for a small deductible (1/3 of the current list price for the baby changing station); should arrive in early February; Monica was asked to check to see if insurance would cover this.
- b. Angie Grant:
  - i. Angie (ECFE) and Ann Miksch (Storytime) are collaborating to plan a program.

## VII. Adjourn: Meeting adjourned at 8:12pm

- a. Motion to adjourn by Mike Speck and seconded by Todd Johnson
  - i. Motion carried.

## VIII. Upcoming Meetings:

- a. Library Board, January 5, 2023 at 7:00pm

Respectfully submitted by  
Karen Greenslade, Secretary Pro Tem

# Chatfield General Personnel Policy

## 3.7.6. Holidays

The following calendar days and such other days as the Council may fix are paid holidays:

- New Year's Day, January 1 *is a Sunday, so Monday Jan. 2 is pd. holiday*
- Martin Luther King Day, the third Monday in January *January 16*
- President's Day, the third Monday in February *February 20*
- Memorial Day, the last Monday in May *We close the Saturday before. May 27*
- Juneteenth, the 19th of June *June 19*
- Independence Day, July 4 *Tuesday*
- Labor Day, the first Monday in September *We close the Saturday before. Sep. 2*
- Veterans Day, November 11 *We remain open & close all day on Christmas Eve.*
- Thanksgiving Day, the fourth Thursday in November *Nov. 23*
- Friday after Thanksgiving Day *Nov. 24*
- Christmas Eve Day – Close at Noon when the 24th is on a Monday – Thursday. *Close Saturday Dec 23<sup>rd</sup> Since Christmas Eve lands on Sunday.*
- Christmas Day, December 25 *Monday*

All employees in regular positions are entitled to time off with full pay on holidays. Temporary and seasonal employees are not entitled to holiday pay. City Hall shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the natures of their duties or other conditions require. Regular employees who work on a holiday will be paid at the rate of one and one-half (1 ½) times the employee's base rate of pay for the number of actual hours worked and the employee will be paid straight time for the holiday shift. **When a holiday falls on an employee's day off, that employee shall be given an additional paid shift off. When New Year's Day, Independence Day, Veteran's Day or Christmas Day fall on Sunday, the following Monday is a paid holiday, and if any such day falls on Saturday, the preceding Friday is a holiday. When a holiday falls on a day when a full-time police officer or Librarian is not regularly scheduled to work, that employee's holiday will be considered to be that regularly scheduled work day that is closest to the actual holiday.** Regular part time employees are entitled to pay on a holiday only if they would normally be scheduled to work on the day of the week designated as the holiday and they will be paid only for the number of hours they would have worked.

If regular part-time employees scheduled day to work falls on a holiday, the employee will be paid regular pay for that day.

# 2023 CALENDAR

[www.wiki-calendar.com](http://www.wiki-calendar.com)

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## HOLIDAYS AND OBSERVANCES:

Jan 1	-	New Year's Day	Apr 10	-	Easter Monday	Jun 19	-	Juneteenth	Nov 11	-	Veterans Day
Jan 2	-	'New Year's Day' day off	Apr 18	-	Tax Day	Jul 4	-	Independence Day	Nov 23	-	Thanksgiving Day
Jan 16	-	Martin Luther King Jr. Day	May 5	-	Cinco de Mayo	Sep 4	-	Labor Day	Nov 24	-	Black Friday
Feb 14	-	Valentine's Day	May 14	-	Mother's Day	Oct 9	-	Columbus Day	Dec 24	-	Christmas Eve
Feb 20	-	Presidents' Day	May 29	-	Memorial Day	Oct 31	-	Halloween	Dec 25	-	Christmas Day
Mar 17	-	St. Patrick's Day	Jun 14	-	Flag Day	Nov 7	-	Election Day	Dec 31	-	New Year's Eve
Apr 9	-	Easter Sunday	Jun 18	-	Father's Day	Nov 10	-	Veterans Day' day off			

**Olmsted County Notice of 2023 Funding**

1 message

**Greden Anita** <anita.greden@olmstedcounty.gov>

Wed, Dec 21, 2022 at 4:47 PM

To: Chatfield Public Library <monica@selco.info>, "jveerkamp@selco.info" <jveerkamp@selco.info>, Pine Island Public Library <rgray@selco.info>, "Stewartville Public Library (stewpl@selco.info)" <stewpl@selco.info>, "klemke@rplmn.org" <klemke@rplmn.org>

Holiday Greetings!

The Olmsted County Board adopted its 2023 Budget Tuesday, December 20. Your 2023 funding is below.

Organization	2023 Adopted 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

← This is what we asked for!

Please let me know if you have any questions.

Please stay warm and safe!

Anita Greden, CPA  
Olmsted County Finance  
Phone: (507) 328-7683  
anita.greden@olmstedcounty.gov



Follow *Olmsted County* on Facebook, Twitter, or Instagram!

We had budgeted \$54,429 for Christy for 2023.  
Christy is Grade 4, Step 7 right now.

2023 Pay Schedule		City of Chatfield Wage Grid					Effective January 1, 2023				
Pay Grade	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Maximum	Width	
1	\$ 31,659	\$ 32,767	\$ 33,914	\$ 35,101	\$ 36,329	\$ 37,419	\$ 38,542	\$ 39,698	\$ 40,889	30%	
2	\$ 35,140	\$ 36,370	\$ 37,643	\$ 38,960	\$ 40,324	\$ 41,534	\$ 42,780	\$ 44,063	\$ 45,385	30%	
3	\$ 39,008	\$ 40,373	\$ 41,786	\$ 43,249	\$ 44,763	\$ 46,105	\$ 47,489	\$ 48,913	\$ 50,381	30%	
4	\$ 43,302	\$ 44,818	\$ 46,386	\$ 48,010	\$ 49,690	\$ 51,181	\$ 52,716	\$ 54,298	\$ 55,927	30%	
5	\$ 48,059	\$ 49,741	\$ 51,482	\$ 53,284	\$ 55,149	\$ 56,803	\$ 58,507	\$ 60,263	\$ 62,070	30%	
6	\$ 53,349	\$ 55,216	\$ 57,149	\$ 59,149	\$ 61,219	\$ 63,056	\$ 64,847	\$ 66,896	\$ 68,903	30%	
7	\$ 59,217	\$ 61,290	\$ 63,435	\$ 65,655	\$ 67,953	\$ 69,991	\$ 72,091	\$ 74,254	\$ 76,482	30%	
8	\$ 65,731	\$ 68,032	\$ 70,413	\$ 72,877	\$ 75,428	\$ 77,691	\$ 80,021	\$ 82,422	\$ 84,895	30%	
9	\$ 72,962	\$ 75,516	\$ 78,159	\$ 80,894	\$ 83,726	\$ 86,237	\$ 88,824	\$ 91,489	\$ 94,234	30%	
10	\$ 80,985	\$ 83,819	\$ 86,753	\$ 89,790	\$ 92,932	\$ 95,720	\$ 98,592	\$ 101,549	\$ 104,596	30%	
11	\$ 98,240	\$ 101,678	\$ 105,237	\$ 108,920	\$ 112,733	\$ 116,115	\$ 119,598	\$ 123,186	\$ 126,882	30%	
Note: There is an 11% difference between each grade from grade 1 to grade 10 and a 21% difference between grades 10 & 11.											

We had discussed promoting her to Assistant Director at Grade 6, Step 1.

2023 Pay Schedule		City of Chatfield Wage Grid					Effective upon Charter Change				
Pay Grade	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Maximum	Width	
1	\$ 31,659	\$ 32,767	\$ 33,914	\$ 35,101	\$ 36,329	\$ 37,419	\$ 38,542	\$ 39,698	\$ 40,889	30%	
2	\$ 35,140	\$ 36,370	\$ 37,643	\$ 38,960	\$ 40,324	\$ 41,534	\$ 42,780	\$ 44,063	\$ 45,385	30%	
3	\$ 39,008	\$ 40,373	\$ 41,786	\$ 43,249	\$ 44,763	\$ 46,105	\$ 47,489	\$ 48,913	\$ 50,381	30%	
4	\$ 43,302	\$ 44,818	\$ 46,386	\$ 48,010	\$ 49,690	\$ 51,181	\$ 52,716	\$ 54,298	\$ 55,927	30%	
5	\$ 48,059	\$ 49,741	\$ 51,482	\$ 53,284	\$ 55,149	\$ 56,803	\$ 58,507	\$ 60,263	\$ 62,070	30%	
6	\$ 53,349	\$ 55,216	\$ 57,149	\$ 59,149	\$ 61,219	\$ 63,056	\$ 64,947	\$ 66,896	\$ 68,903	30%	
7	\$ 59,217	\$ 61,290	\$ 63,435	\$ 65,655	\$ 67,953	\$ 69,991	\$ 72,091	\$ 74,254	\$ 76,482	30%	
8	\$ 65,731	\$ 68,032	\$ 70,413	\$ 72,877	\$ 75,428	\$ 77,691	\$ 80,021	\$ 82,422	\$ 84,895	30%	
9	\$ 72,962	\$ 75,516	\$ 78,159	\$ 80,894	\$ 83,726	\$ 86,237	\$ 88,824	\$ 91,489	\$ 94,234	30%	
10	\$ 80,985	\$ 83,819	\$ 86,753	\$ 89,790	\$ 92,932	\$ 95,720	\$ 98,592	\$ 101,549	\$ 104,596	30%	
11	\$ 89,893	\$ 93,040	\$ 96,296	\$ 99,666	\$ 103,155	\$ 106,249	\$ 109,437	\$ 112,720	\$ 116,102	30%	
12	\$ 99,782	\$ 103,274	\$ 106,889	\$ 110,630	\$ 114,502	\$ 117,937	\$ 121,475	\$ 125,119	\$ 128,873	30%	
This Grid adds a 12th pay grade in order to maintain an 11% difference between all pay grades.											