

**Chatfield Public Library Board of Trustees Meeting Agenda**  
**February 2, 2023**  
**7:00pm at the Chatfield Public Library**

- I. Call to Order
- II. Approval of January Meeting Minutes
- III. Annual Meeting Tasks
  - a. Election of officers
  - b. Decide day and hour of regular meetings
- IV. Budget Review
- V. New Business
  - a. Discuss Library Strategic Planning
- VI. Old Business
- VII. Director's Report
  - a. New Trustee
  - b. SELCO Foundation funds
  - c. Chill Fest plans
  - d. Membership in SELCO RST (Resource Sharing and Technology) Committee
  - e. Volunteers
- VIII. Roundtable
- IX. Adjourn
- X. Upcoming Meetings:
  - a. Library Board, March 2nd, 2023 at 7:00pm

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

Present: Karen Greenslade, Angie Grant, Sandy Sullivan, Kathy Kamnetz, Mike Speck, Ann Halloran and (librarian) Monica Erickson, Pam Bluhm (7:43pm)

Absent: Kathryn Snodgrass and Todd Johnson

- I. Call to Order President Angie Grant called the meeting to order at 7:02pm
- II. Approval of December Meeting Minutes
  - a. Amend by adding that Todd Johnson was actually present. Mike Speck made a motion to approve and Sandy Sullivan seconded. Motion carried.
- III. Budget Review
  - a. Year end budget revenues ended at 104.47% and expenditures were at 98.16%.
  - b. Endowment fund gifts provided again.
- IV. New Business
  - a. 2023 Holidays/Closed days
    - i. Library holidays differ some from the rest of the City because of different schedule.
    - ii. Calendar attached.
    - iii. Mike Speck made a motion to approve calendar of holidays and closed days and Kathy Kamnetz seconded.
      1. Motion carried.
  - b. Upcoming Library Programs
    - i. Legends and Folklore of Winter – Chad Lewis
      1. Geared toward adults.
      2. January 19 – 7pm
    - ii. Chill Fest
      1. February 4th
      2. Unsure of plans
        - a. Ideas: Discussion of a few crafts, take and go craft bags, possibly a movie, tie in with I Love to Read month.
- V. Old Business
  - a. Olmsted County Funding Update
    - i. We were granted \$33,120.
    - ii. All Olmsted County libraries got what they asked for.
  - b. Koala Kare Changing Table Update (re: insurance coverage)

- i. The cost is less to replace than to submit through insurance as the deductible is \$500.
- c. Assistant Library Director position resolutions were discussed.

Resolution to establish the position of Assistant Library Director, the job description, and pay equity classification points for Assistant Library Director.

**WHEREAS**, the Chatfield Public Library Board is establishing the position of Assistant Library Director, and  
**WHEREAS**, the establishment of the Assistant Library Director position will require the adoption of a job description for the position, and  
**WHEREAS**, the Library Board has evaluated this position in accordance with the City's pay equity measurement system and has determined that the following points apply to the various categories of the pay system: Knowledge & Experience 50, Accountability 67, Planning 6, Supervision 4, Working Conditions 6, and  
**WHEREAS**, the Assistant Library Director position will be responsible for assisting the Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policy, and  
**NOW THEREFORE BE IT RESOLVED** that the Chatfield Public Library Board duly adopts the attached job description for Assistant Library Director, and  
**BE IT FURTHER RESOLVED** that a pay equity value of 133 be attached to the position, and  
**BE IT YET FURTHER RESOLVED** that the job description and job pay equity value go into effect on the day of appointment of the Assistant Library Director.  
**NOW THEREFORE BE IT RESOLVED** by the Chatfield Public Library Board of the City of Chatfield.

Karen Greenslade made a motion to approve the resolution as written above.  
Kathy Kamnetz seconded. Motion carried unanimously

Resolution to appoint Christy Hyke to the position of Assistant Library Director of the Chatfield Public Library.

**WHEREAS**, the Chatfield Public Library Board has determined that Christy Hyke has the necessary qualifications to fill the position of Assistant Library Director, and  
**WHEREAS**, this promotion qualifies her for compensation associated with Pay Grade 6, Step 1 as listed in the 2023 City of Chatfield Wage Grid, and  
**WHEREAS**, she will be eligible for a step increase on the anniversary of her promotion date each year, and  
**NOW THEREFORE BE IT RESOLVED** that the Chatfield Public Library Board hereby promotes Christy Hyke to the position of Assistant Library Director of the Chatfield Public Library, and  
**BE IT FURTHER RESOLVED** that this promotion will take effect on January 14, 2023, and

**NOW THEREFORE BE IT RESOLVED** by the Chatfield Public Library Board of the City of Chatfield.

Mike Speck made a motion to approve the resolution to appoint Christy Hyke to the position of Assistant Library Director as written above. Sandy Sullivan seconded. Motion carried unanimously.

VI. Roundtable

- a. Ann Halloran - Asked about city council rep on this year's Library Board.
- b. Mike Speck – Questions about Kathryn's potential vacancy. Staff will review list of potential new Board members.
- c. Pam Bluhm – Dave Frank will be replacing Pam on library board.
- d. Karen Greenslade – How do people know that the Chatfield Public Library is fine free? Monica has some work to do; she will answer interview questions from Gretchen Mensink Lovejoy that will go in the Chatfield News.
- e. Sandy Sullivan – Nothing to share.
- f. Kathy Kamnetz – Excited to share the news of Christy's promotion.
- g. Angie Grant – Nothing to share.

VII. Adjourn

- a. Meeting adjourned at 7:51pm
  - i. Motion to adjourn by Karen Greenslade and seconded by Kathy Kamnetz.
    - 1. Motion carried.

VIII. Upcoming Meetings:

- a. Library Board, February 2nd, 2023 at 7:00pm

Respectfully submitted by,

Ann Halloran, Secretary Pro Tem



## Chatfield Public Library

### Quarterly Financial Report Quarter Ending December 31, 2022

	Original Agreement Date	Ending Balance 9/30/22	Deposits	Withdrawals	Earned Interest & Dividends	Ending Balance 12/31/22
Chatfield PL	5/11/2004	\$ 34,621.06			\$ 243.05	\$ 34,864.11

Institution	Investment	Funds Available	Interest Rate	Balance
Foresight Bank	12-month CD	11/17/2022	0.35%	
Foresight Bank	17-month CD	1/2/2023	0.70%	\$ 30,263.11
WNB Financial	60-month CD	1/31/2023	2.20%	
Edward Jones	12-month CD	9/7/2023	3.05%	
Edward Jones	12-month CD	12/14/2023	4.80%	
Foresight Bank	60-month CD	5/6/2027	0.90%	
Mutual of America*	Institutional Funds	n/a	n/a	
Capital One	Savings	n/a	0.10%	\$ 4,601.00
Think Bank	Checking	n/a	0.01%	
				<b>\$ 34,864.11 Total Investment</b>



## **Strategic Planning for Libraries**

SELCO offers 4 levels of support to libraries that want to write a New Strategic Plan, and 3 levels to Extending an Existing Plan.

For New Plans, Level 1 includes the least involvement by SELCO, with the library taking on most of the work. Levels 2 and 3 increase SELCO involvement, up to Level 4, which has SELCO taking on the greatest amount of the work. Read through the descriptions to decide your level of involvement.

There are 3 levels of increasing SELCO assistance for Updating Plans.

In other words, those libraries that would like to progress through the planning process most quickly and with the most control over their own process, should select level 1 or 2, while those who might need more guidance might consider level 3 or 4.

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### **New strategic plans**

#### **Levels of Assistance offered:**

**Level 1:** SELCO plays a minimal role in the process by providing guidance to start the process, facilitating the stakeholder workshop, and providing feedback on the draft plan. The majority of the responsibility for the creation of the strategic plan lies with the library.

#### **Process Activities & Responsibility**

##### **SELCO:**

- Meet with library director and board to discuss the planning process
- Meet with the library director to schedule a stakeholder workshop
- Facilitate stakeholder workshop using data gathered by the library
- Compile data from stakeholder workshop and send to the library director
- Review of draft plan(s) created by the library director and board

##### **Library:**

- Add SELCO and strategic planning process to board meeting agenda
- Work with library board and staff to determine criteria for data
- Gather data for stakeholder workshop and share with SELCO
- Make local arrangements for stakeholder workshop (invitees, location, etc)

- Use data from stakeholder workshop and other sources to craft a draft plan
- Share draft strategic plan with SELCO for review
- Get final strategic plan approved by the library board
- Share with City for approval if library board is advisory, informational if governing
- Create an implementation plan
- Carry out the implementation plan

**Level 2:** SELCO's responsibilities in the process increase to include gathering data to be used as part of the process. The library no longer gathers the data, but still retains the majority of the responsibility for the process.

### Process Activities & Responsibility

#### SELCO:

- Meet with library director and board to discuss the planning process
- Meet with the library director to discuss data collection for the planning process and to schedule the stakeholder workshop
- Create Community, Staff, and Stakeholder surveys and send them to the library director
- Compile responses from Community, Staff, and Stakeholder surveys
- Facilitate stakeholder workshop using survey data gathered
- Compile results of the stakeholder workshop and send them to the library director
- Review draft plan(s) created by library director, staff, and board

#### Library :

- Add SELCO and strategic planning process to board meeting agenda
- Distribute Community, Staff, and Stakeholder surveys
- Make local arrangements for stakeholder workshop (invitees, location, etc)
- Use results from stakeholder workshop and other sources to craft a draft plan
- Share draft strategic plan with SELCO for review
- Get final strategic plan approved by the library board
- Share with City for approval if library board is advisory, informational if governing
- Create an implementation plan
- Carry out the implementation plan

**Level 3:** SELCO's responsibilities increase to include the creation of the draft strategic plan. The library is responsible for logistics, plan review and approval, creation of the implementation plan, and carrying out the implementation plan.

#### Process Activities & Responsibility

##### SELCO:

- Meet with library director and board to discuss the planning process
- Meet with the library director to discuss data collection for the planning process and to schedule the stakeholder workshop
- Create Community, Staff, and Stakeholder surveys and send them to the library director
- Compile responses from Community, Staff, and Stakeholder surveys
- Facilitate stakeholder workshop using survey data gathered
- Compile responses from stakeholder workshop and write a draft plan
- Review the draft strategic plan with the library director
- Make any needed changes to the strategic plan
- Send the library director the final strategic plan

##### Library:

- Add SELCO and strategic planning process to board meeting agenda
- Distribute Community, Staff, and Stakeholder surveys
- Make local arrangements for stakeholder workshop (invitees, location, etc)
- Meet with SELCO to review the draft strategic plan
- Get final strategic plan approved by the library board
- Share with City for approval if library board is advisory, informational if governing
- Create an implementation plan
- Carry out the implementation plan

**Level 4:** SELCO's responsibilities increase to include drafting the implementation plan for the first year of the strategic plan. The library no longer writes the implementation plan. The library is responsible for logistics, reviewing plan documents, seeking plan approval, and carrying out the implementation plan.

#### Process Activities & Responsibility

##### SELCO:

- Meet with library director and board to discuss the planning process
- Meet with the library director to discuss data collection for the planning process and to schedule the stakeholder workshop
- Create Community, Staff, and Stakeholder surveys and send them to the library director



- Compile responses from Community, Staff, and Stakeholder surveys
- Facilitate stakeholder workshop using survey data gathered
- Compile data from stakeholder workshop
- Write a draft strategic plan and draft Year 1 implementation plan
- Review the draft strategic plan and Year 1 draft implementation plan with the library director
- Make any needed changes to the plan(s)
- Send the library director final strategic plan and final Year 1 implementation plan

Library:

- Add SELCO and strategic planning process to board meeting agenda
- Distribute Community, Staff, and Stakeholder surveys
- Make local arrangements for stakeholder workshop (invitees, location, etc)
- Meet with SELCO to review the draft strategic plan and draft Year 1 Implementation plan
- Get final strategic plan approved by the library board
- Share with City for approval if library board is advisory, informational if governing
- Carry out the implementation plan

## **Extension of an existing plan:**

### **Levels of Assistance offered:**

**Level 1:** SELCO plays a minimal role in the process by providing guidance and resources to start the evaluation process. The majority of the responsibility for extending the current strategic plan lies with the library.

### **Process Activities & Responsibilities**

SELCO:

- Discuss the evaluation resources available with the library director
- Be available to answer questions and provide additional resources

Library:

- Use applicable resources to evaluate the strategic plan and create an implementation plan for the extended year(s)

**Level 2:** SELCO's responsibility increases to include participation in the evaluation process for the current strategic plan. The majority of the responsibility for extending the current strategic plan lies with the library.

#### Process Activities & Responsibilities

##### SELCO:

- Meet with the library director (staff?) to use applicable resources to evaluate the strategic plan
- Be available to answer questions and provide additional resources
- Provide feedback on strategic plan evaluation findings report (if desired)

##### Library:

- Meet with SELCO to use applicable resources to evaluate the strategic plan
- Create an evaluation findings report
- Share evaluation findings report to SELCO for feedback (if desired)
- Use evaluation findings report to create an implementation plan for the extended year(s)
- Carry out the extended year(s) implementation plan

**Level 3:** SELCO's responsibilities increase to include assisting in creating an implementation plan for extended years. The majority of the responsibility for creating the implementation plan for the extended strategic plan lies with the library.

#### Process Activities & Responsibilities

##### SELCO:

- Meet with the library director (staff?) to use applicable resources to evaluate the strategic plan
- Create an evaluation findings report based on meeting with the library director
- Share evaluation findings report with the director for feedback
- Use evaluation findings report to create a draft implementation plan for extended year
- Meet with the library director to review the draft implementation plan
- Send final implementation plan to the library director

##### Library:

- Meet with SELCO to use applicable resources to evaluate the strategic plan
- Review evaluation findings report from SELCO and send feedback
- Meet with SELCO to review a draft implementation plan for extended year
- Carry out the final extended year(s) implementation plan



# CHILL FEST

## Hot drinks & STEAM fun

### AT THE PUBLIC LIBRARY

Come warm up at  
the library  
Feb. 4th, 9am-2pm.

Enjoy coffee, hot cocoa,  
and cookies!  
(While supplies last.)

Explore our new Science,  
Technology, Engineering,  
Art, & Mathematics  
(STEAM) kits!





## **Southeastern Libraries Cooperating & Southeast Library System**

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*Serving academic, public, school, and special libraries*

The Resource Sharing and Technology Committee advises SELCO staff and the **Technology Policy Committee** appointed by the SELCO/SELS Board of Directors on issues related to the configuration, operation, maintenance, and continuing development of the SELCO Integrated Library System (ILS) and other technology services.

The committee is made up of elected Online Library representatives who serve three-year terms along with selected SELCO staff. The Committee meets jointly with the SELCO Board members who comprise the Technology Policy Committee. Meetings alternate the chair position between the two committees; the Resource Sharing and Technology Committee chair serves a two-year term.

### **Resource Sharing and Technology Committee Charge**

#### **Vision for the Horizon Shared ILS**