Chatfield Public Library Board of Trustees Regular Meeting Minutes

November 14, 2024

7:00pm at the Chatfield Public Library

Present: Monica Erickson (Librarian), Debra Collum, Mike Speck, Ann Halloran, Sandy Sullivan, Kathy Kamnetz, Karen Greenslade

Absent: Todd Johnson, Dave Frank and George Spangler

I. Call to Order

a. A meeting was called to order at 7:04pm by board President Mike Speck.

II. Approval of October Board Meeting Minutes

a. A motion to approve the October board meeting minutes was made by Karen Greenslade and seconded by Kathy Kamnetz. Motion was passed.

III. Budget Review

a. Oct. 2024 Capital accounts Capital Fund

1. Conversation about keeping the endowment protected. How can we work with the city to develop a policy in order to ensure the library's endowment is protected in the future?
2. Conversation about trying to get someone from the city at a library board meeting to answer questions about the budget.Hoping to have Todd as treasurer present for the meeting or to have some of the board members go speak with the city.
3. Mike will work on connecting with the city - Kay and Michelle

b. Oct. Operating Budget YTD

1. Revenues are at 82.15%
2. Expenditures are at 80.88%
3. Conversation about keeping the endowment protected. How can we work with the city to develop a policy in order to ensure the library's endowment is protected in the future.

IV. Old Business

a. Olmsted County Funding for 2025

The library was granted what was asked.

V. New Business

a. Survey results review; write-in answers

b. Stakeholders' Workshop review

1. Monica and Mike both attended the session and reported that it went well.
2. Big themes: fantastic customer service, people appreciate how the building is being used, need for more outreach and advertising. How can we efficiently communicate all the library's offerings? Complaints about the 24/7 parking - the lot is a city lot - not a public library lot.
3. Next step: SELCO will type up the wall of ideas/priorities and send that to Monica. The board will then be presented with this information to decide what to implement.

c. Fire Alarm System Upgrade (see attachments)

1. $14,142 - The library has $16,000 available to use. Included is the annual inspection.The money comes from the capital fund.
2. A motion was made by Debra Collum to approve the fire alarm system upgrade and seconded by Sandy Sullivan. The motion passed.

d. Board member terms review

1. George Spangler took over for Angie Grant. His partial term will be up in 2024.
2. Debra Collum took over for Katie Snodgrass. Her partial term will be up in 2024
3. Dave Frank took over Pam Bluhm's city council position on the board. His partial term will be up in 2024.
4. Kathy Kamnetz, Sandy Sullivan and Karen Greenslade's terms will be up in 2025. They will need to decide if they wish to continue on the board. Karen is able to serve one more term on the board.
5. Todd Johnson, Mike Speck and Ann Halloran's terms are up in 2026.

6. New terms begin February 1st.
7. Discussion was had about making it clear to incoming board members who are taking over a partial term, when their term expires.

VI. Roundtable

Monica asked SELCO if our SELCO Foundation rep had to be a resident of our community. The Foundation Board said it would be fine with whatever the Library Board decides - Mike was interested last month.

Groundskeeper and storytime employees have both been working very well.

Deb - Friday food option conversations have happened with the library regarding the district potentially switching to a 4 day school week. The library will communicate with Debra.

Kathy - news article about a potential program featuring using food for medicine.

Karen - asked about if the library has bean bags chairs. Monica said they are looking for them to add to the children's section.

VII. Adjourn 8:23pm

a. A Motion to adjourn was made by Karen Greensland and seconded by Kathy Kamnetz. Motion passed.

VIII. Upcoming Meetings:

a. Library Board, Dec. 5, 2024 at 7:00pm
b. Library Board, Jan. 2, 2025 at 7:00pm

Respectfully submitted by: Ann Halloran, Library board secretary