
Chatfield Public Library

Board of Trustees Regular Meeting Minutes

February 5, 2026

7:00pm – Chatfield Public Library

I. Call to Order

The meeting was called to order at 7:00pm by Pres. Deb Collum.

Board Members Present:

- | | |
|----------------|---------------------------------------|
| ✓ Beth Riley | ✓ Karen Greenslade |
| ✓ Dave Frank | ✓ Kathy Kamnetz |
| ✓ Daysha Borst | ✓ Lisa Martin |
| ✓ Deb Collum | ✓ Sandy Sullivan (arrived around 8pm) |
| ✓ Emma Strand | |

Board Members Absent:

Also Present:

Monica Erickson, Library Director

II. Welcome and Introduction of New Board Members

Everyone introduced themselves and the Board welcomed our new members: Daysha Borst, Emma Strand and Beth Riley.

III. Approval of November Library Board Minutes

(No meetings held in December or January)

Motion to approve the November meeting minutes:

Moved by: Kathy Kamnetz

Seconded by: Lisa Martin

Vote: Approved unanimously

IV. Budget Review

A. December Budget Report

Operating Budget

Total Revenue: 101.44%

Total Expenditures: 97.90%

B. January Budget Report

Operating Budget, 8.33% is exactly on budget

Total Revenue: 10.77%

Total Expenditures: 10.43%

Expenditure lines that are slightly over budget resulted from one-time expenditures.

C. Federal Library Funding Update

After earlier proposals that threatened to eliminate the Institute of Museum and Library Services (IMLS), advocacy efforts helped preserve the agency and its grants. Congress has now approved a \$1.4 million increase for Library Services and Technology Act (LSTA) programs, bringing total LSTA funding to \$212.5 million for FY 2026, and has maintained level funding of \$30 million for the Innovative Approaches to Literacy (IAL) program. This outcome ensures continued federal support for key library services and initiatives.

V. Director's Report

A. Custom Alarm Annual Fire Alarm Inspection

The annual fire alarm inspection by Custom Alarm was completed on January 26, with no deficiencies noted.

B. Capital Donations in 2025 totaled \$2,777 with 20 of those donations coming from local quilting groups in gratitude for use of the library's meeting room.

C. Equipment Updates

The following items require replacement:

- Full-size basement refrigerator - new one has been ordered
- Vacuum
- Outdoor umbrellas

D. Chosen Valley Community Foundation Grant

- The Library received a \$2,000 grant from the Chosen Valley Community Foundation, which has been used to purchase 6 Yoto Mini Players and approximately 140 Yoto cards.
- Remaining funds will be used to further expand the Library's technology-based learning collection with additional Tonie characters and possibly Wonder Books.

E. Director's Retirement Notice and Succession Planning

Monica informed the Board of her intention to retire later this year and to work collaboratively with the Board on succession planning to support a smooth transition. The following initial planning tasks were identified for future consideration:

- Update job descriptions
 - Review compensation considerations
 - Request a market analysis
 - Consider internal promotion versus an external search
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VI. Old Business

A. SMIF and SELCO Library Foundation Partnership (Next Steps)

The SELCO Foundation has partnered with SMIF (Southern Minnesota Initiative Foundation). SMIF is now the fiscal agent (rather than SELCO acting as such)

From the library board they need:

- Completed MOU if not yet done. [This is DONE!](#)
- Contact information for up to 2 people who should have access to the gofund platform. (One should be the Director and the other a Board member) [Monica has submitted her information.](#)
- Appoint a member of board to apply to sit on the SELCO Library Foundation board.
- Determine a date for a SELCO Library Foundation representative to attend one of our upcoming meetings.

B. LED Lighting Conversion

- Lee Amundson met with Monica and Christy to discuss installation of new LED lamps on both floors of the library.
- He submitted a quote of \$3,040 to do the 2nd floor and various repairs in lower level.
- Price does not include lower level lighting as they're still waiting on a vendor quote for remote controlled lamps.

Motion to authorize the Library Director to accept the bid from Southeast Electric Inc. for the full LED lighting conversion.

Moved by: Karen Greenslade

Seconded by: Lisa Martin

Vote: Approved unanimously

VII. New Business

A. Annual Meeting Tasks

1. Election of Officers

President: Dave Frank

Vice President: Beth Riley
Secretary: Emma Strand
Treasurer: Karen Greenslade

Motion to approve slate of officers for 2026.

Moved by: Deb Collum
Seconded by: Karen Greenslade
Vote: Approved unanimously

2. Establishment of Regular Meeting Day and Time

Motion that the board should continue to meet on the first Thursday of the month at 7pm when a meeting is needed.

Moved by: Lisa Martin
Seconded by: Kathy Kamnetz
Vote: Approved unanimously

B. Review and Approval of 2026 Library Closed Dates

Monica proposed dates in 2026 that the library should be closed for holidays. She noted that the City has made some changes to their holidays and suggested that the Board add New Year's Eve to the library's holidays so that library personnel get 12 yearly holidays now just as City personnel do.

Motion to approve closed library dates and holidays as proposed.

Moved by: Karen Greenslade
Seconded by: Deb Collum
Vote: Approved unanimously

VIII. Roundtable

Deb Collum announced that this was her last meeting with the Board and shared good wishes.

Monica reported that the Carnegie Corporation of New York has awarded a \$10,000 commemorative gift to the library as part of a nationwide grant to Carnegie libraries recognizing the 250th anniversary of the signing of the Declaration of Independence. Initial discussion suggests using the funds to replace lower-level meeting room furniture with lighter, more mobile furnishings.

Lisa asked if the library's By-laws and Vision and Mission Statements were published on the library's website. The By-laws, Vision, and Mission Statements are all on the website, but the Vision and Mission statements need to be updated.

IX. Adjourn

President Collum adjourned the meeting at 8:15pm.

X. Upcoming Meetings

- Library Board – March 5, 2026
- Library Board – April 2, 2026

Respectfully submitted,
Karen Greenslade, Secretary Pro Tem