

Chatfield Public Library Board of Trustees Regular Meeting Minutes

April 10, 2025 (rescheduled from April 3, 2025)

7:00pm at the Chatfield Public Library

Present: Debra Collum, Ann Halloran, Kathy Kamnetz, Todd Johnson, George Spangler, Monica Erickson (Librarian)

Absent: Sandy Sullivan, Karen Greenslade, Dave Frank

I. Call to Order

- a. The meeting was called to order at 7:00pm by board President, Debra Collum.

II. Approval of [February Board Minutes](#)

- a. A motion was made to approve the February Board Minutes by Todd Johnson and seconded by Kathy Kamnetz. Motion passed.

III. Budget Review

a. [April Budget Report](#)

- i. The city discovered there is an administrative fee of \$2,670 that should have been charged to the library annually since 2010 as it is charged to all other city departments. The library will now incur this expense annually starting this year.
- ii. The library is currently 25% through the fiscal year, expenses are currently at 27.86%

b. SELCO Foundation CD Investment Opportunity

- i. The library has \$38,582.52 in the SELCO Foundation. The Foundation plans to open a 12-month CD at the best rate available at the end of April.
- ii. Monica will fill out the CD Enrollment Form and attach our board minutes indicating that we'd like to enroll all or as much as we can of our SELCO Foundation funds in this CD.
- iii. A motion was made to approve enrolling all or as much as we can of our SELCO Foundation funds into this new SELCO Foundation CD by Debra Collum and seconded by Kathy Kamnetz. Motion passed.

IV. Old Business.

a. [Southeast Mechanical HVAC Maintenance Plan](#)

- i. Monica discussed this with Brian Burkholder. He said that City maintenance staff cannot provide maintenance and inspections to all furnaces and air conditioners throughout the city buildings. He did recommend we hire SE Mechanical to do preventive maintenance on our HVAC twice a year.
- ii. Southeast Mechanical quoted \$430 per visit with the plan to do this twice a year.

- iii. A motion was made to approve moving forward with a maintenance plan with Southeast Mechanical by Todd Johnson and seconded by Kathy Kamnetz. Motion passed.

V. New Business

- a. Review and approval of [2024 Annual Report](#)
 - i. Visits to the library are up, however, circulation is down. The board and staff recognize that the library building functions as a community center at times with other groups using the library for their events and gatherings.
 - ii. The city and county funding to the library has steadily grown over the years.
 - iii. A motion was made by Kathy Kamnetz to approve the 2024 Annual report and seconded by Todd Johnson. Motion passed.
- b. [ILS Migration Plan](#)
 - i. The library will be closed 4/28-4/29 and 5/1 until 1pm for the migration to occur as staff will not be able process checking in and out of books or any other Horizon services..
 - ii. The library will notify the public of the closure so that the community can be prepared.
- c. SELCO/SELS Board of Directors – Ann’s 1st term will be up
 - i. Ann will continue to represent the Chatfield Public Library.
- d. [SELCO Public Library Membership Agreement](#)
 - i. There is a new checklist that must be completed and submitted with the SELCO Public Library Membership Agreement.
 - ii. Monica has gone through the checklist to verify that the Chatfield Public Library is meeting these requirements that verifies that our library operates in accordance with MN State Statue 134..
 - iii. A motion was made that the board agree to the SELCO Public Library Membership Agreement by Kathy Kamnetz and seconded by Ann Halloran. Motion passed.
- e. [LED lighting \(initial quote\)](#)
 - i. Huntington Electric has met with Monica about different lighting options throughout the library. The initial quoted price is attached, but that will likely lower, because the number of actual bulbs to be replaced will be less than what was initially quoted. The library has money in the capital fund that can cover lighting.

VI. Roundtable

1. Kathy -IMLS -Institute of Museum and Library Services -concerns about how the library may be impacted with the entire staff put on administrative leave.
2. Debra -questions about why searches through Enterprise no longer seem to include Libby's digital holdings/titles. Monica will check into this.

VII. Adjourn The meeting was adjourned at 8:15pm by board President Debra Collum.

VIII. Upcoming Meetings :

1. Library Board, May 1, 2025
2. Library Board, June 5, 2025