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**Chatfield Public Library**  
**Board of Trustees Regular Meeting Minutes**  
**August 6, 2026**  
7:00pm – Chatfield Public Library

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**Call to Order**

The meeting was called to order at 7:04pm by Monica Erickson.

**Board Members Present:**

|                |                    |                  |
|----------------|--------------------|------------------|
| Beth Riley     | Emma Strand        | X Kathy Kamnetz  |
| Dave Frank     | X John Armenta     | X Lisa Martin    |
| X Daysha Borst | X Karen Greenslade | X Sandy Sullivan |

**Board Members Absent:** Beth Riley, Dave Frank, Emma Strand

**Also Present:**

Monica Erickson, Library Director, Christy Archer, Asst. Library Director

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**Approval of July Library Board Meeting Minutes**

**Motion:** Approve the July 2 meeting minutes.

**Moved by:** Kathy **Seconded by:** Daysha **Vote:** Motion carried unanimously.

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**Budget Review**

Operating Budget

Total Revenue: 57.37%

Total Expenditures: 55.73%

Right on budget would be: 58.33%

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**New Business**

**Review and Approval of Proposed 2027 Budget**

Monica presented two proposed 2027 Library Budget Proposals for review and discussion.

**Motion:** Motion to approve the [proposed 2027 Library budget](#) as presented, based on the budget and levy amounts developed in consultation with City staff, to remain the Library's approved 2027 proposed budget unless and until the anticipated increase in Olmsted County funding is formally approved.

**Moved by:** Karen

**Seconded by:** Sandy

**Vote:** Motion carried unanimously.

**Motion:** Motion to approve the [revised proposed 2027 Library budget](#) as presented, which includes funding for four additional part-time staff hours per week, contingent upon formal approval by the Olmsted County Commissioners of the proposed 2027 library funding formula and the resulting increase in Olmsted County funding to the Library. Upon formal approval of the anticipated County funding increase, the revised budget will replace the previously approved proposed 2027 Library budget.

**Moved by:** Daysha    **Seconded by:** Kathy    **Vote:** Motion carried unanimously.

### **Roof Maintenance and Repair Proposal**

Monica shared [Schwickert's Roof Repair Proposal](#) for recommended roof repairs at the Library. She explained the proposed work and associated cost and invited Board members to share any questions, concerns, or recommendations before she proceeds with the work. The Board discussed the proposal and expressed support for proceeding.

### **Personnel: Custodian/Groundskeeper Position – Annual Performance Review and Step Advancement**

Monica discussed Brittany's performance in her roles as Library Custodian and Groundskeeper, noting the excellent quality of her work and the value she brings to the Library. Monica recommended that the Grade 1 Custodian/Groundskeeper position be included in the Library's annual performance review and step advancement process so that, in addition to any annual cost-of-living adjustment, satisfactory performance would make the employee eligible for advancement through the established pay grade steps.

Effective with her next anniversary date, February 6, 2027, Monica also recommended placing Brittany at Grade 1, Step 3, reflecting the step she would have reached had the position been included in the Library's annual step advancement process from the beginning.

**Motion:** Move the Library Custodian/Groundskeeper position held by Brittany Thompson into the annual performance review and step advancement process and, effective February 6, 2027, place Brittany at Grade 1, Step 3, reflecting the step she would have reached had the position been included in the process from the beginning.

**Moved by:** Karen    **Seconded by:** Lisa    **Vote:** Motion carried unanimously.

### **Personnel: Annual Performance Review and Step Advancement – Christy Archer**

Monica explained that Christy's annual performance review and corresponding step advancement had inadvertently not been brought to the Board for approval prior to her July 22 anniversary date. The City allowed the step increase to take effect as scheduled, with formal Board approval to follow at the August meeting.

Monica reported that Christy received an excellent performance review and recommended approval of her annual step advancement effective July 22, 2026.

**Motion:** Approve Christy Archer's annual step advancement to Grade 6, Step 5 effective July 22, 2026.

**Moved by:** Sandy    **Seconded by:** Lisa    **Vote:** Motion carried unanimously.

## **Library Collaboration with Chatfield Center for the Arts and Community Education**

Christy reported on a developing collaboration between the Chatfield Public Library, Chatfield Center for the Arts, and Chatfield Community Education. They are exploring ways to actively support one another, align schedules, maximize collective effort and potentially enter into grant opportunities and shared programming in the future. The collaboration is in the early stages but all entities are excited to explore shared interests and opportunities. Doug Ohman's *America 250* program, scheduled for October 1, will be one of the first events to benefit from coordinated publicity efforts.

## **Assistant Library Director Recruitment**

### **[Assistant Library Director Job Description](#)**

Christy presented the new Assistant Library Director job description for the Board's review. The Board briefly discussed the compensation and benefits information that should be included in the job description, including placement at Grade 6 and a potential starting step of 0–3 based on the successful candidate's experience. The Board also suggested adding "Assistant Library Director" as a heading to the document.

**Motion:** Approve the Assistant Library Director job description as presented, with the addition of "Assistant Library Director" as the document heading.

**Moved by:** Daysha **Seconded by:** Kathy **Vote:** Motion carried unanimously.

### **[Assistant Library Director Job Posting](#)**

Christy presented the proposed Assistant Library Director job posting for the Board's review. Following a brief discussion, it was agreed that the Library's website address, chatfieldpubliclibrary.org, would be added to the posting to direct interested applicants to complete information about the position.

**Motion:** Approve the Assistant Library Director job posting as presented, with the addition of the Library's website address.

**Moved by:** Daysha **Seconded by:** Kathy **Vote:** Motion carried unanimously.

### **[Assistant Library Director Recruitment Plan](#)**

Christy presented her proposed recruitment plan, including the timeline for advertising the position and the various outlets where the job posting may be shared.

**Motion:** Approve the Assistant Library Director recruitment plan as discussed.

**Moved by:** Lisa **Seconded by:** Kathy **Vote:** Motion carried unanimously.

## **Old Business**

### **[Olmsted County Funding Update](#)**

Monica provided an update on the 2027 Olmsted County library funding request and shared one of the documents submitted to the County as part of the funding process. She explained that the Olmsted County-funded libraries collaboratively developed a proposed funding formula based

on each library's average physical circulation to rural Olmsted County residents over the most recent four years. The document included a table illustrating how County funding would be distributed among the libraries under the proposed formula.

Monica reported that Olmsted County has indicated its intent to move forward with the libraries' proposed funding formula; however, formal approval by the Olmsted County Board of Commissioners is still pending.

#### Confirmation of Library Director Compensation and Employment Terms

Monica shared the terms of Christy's acceptance of the Board's offer of the position of Library Director of the Chatfield Public Library.

**Motion:** Confirm the compensation and employment terms for Christy Archer upon assuming the position of Library Director, effective August 8, 2026, as follows: an annual salary of \$80,797, classified as Wage Grade 8, Step 3 under the City of Chatfield compensation plan; continuation of her current PTO accrual rate applicable to City employees hired prior to January 2024; and continuation of all other applicable City of Chatfield personnel policies, compensation, benefits, and employment requirements.

**Moved by:** Sandy   **Seconded by:** Karen   **Vote:** Motion carried unanimously.

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#### **Roundtable**

- Monica reported that she presented the Library's annual presentation to the Olmsted County Board of Commissioners on Monday as part of the 2027 Olmsted County appropriation request process. The Commissioners expressed appreciation for her 32 years of service to the Chatfield Public Library and complimented her on the quality of the presentation.
  - Sandy announced that she and Raechel will officially close the Seed Library for the season on August 12. Raechel will present a *Save Your Seeds* class on September 10, 2026. The Board and staff expressed their appreciation to Sandy for her work in making the Seed Library such a successful program.
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#### **Adjournment**

##### **Motion to approve meeting adjournment**

**Moved by:** Kathy

**Seconded by:** Lisa

**Vote:** Approved unanimously

Monica adjourned the meeting at 8:13pm.

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#### **Upcoming Meetings**

Library Board – September 3, 2026

Library Board – October 1, 2026

Minutes recorded by Lisa Martin.