

Chatfield Public Library Board of Trustees Regular Meeting Minutes

February 6, 2025

7:00pm at the Chatfield Public Library

Present: Debra Collum, Sandy Sullivan, Todd Johnson, Dave Frank, George Spangler, Kathy Kamnetz, Michele Peterson (City Administrator), Monica Erickson (Library Director)

Absent: Mike Speck, Karen Greenslade, Ann Halloran

- I. Meeting called to order at 7:03pm by Vice President Dave Frank.
- II. Motion to approve January Board Meeting Minutes was made by Todd Johnson and seconded by Debra Collum. Motion passed unanimously.
- III. Budget Review: The January budget report was reviewed. No concerns were noted.
- IV. Old Business

Library Fund and Investment Discussion

- The library operates with two funds: **Fund 211** for Library Operations and **Fund 212** for Library Capital.
- Michele explained that a separate account line within Fund 212 specifically for Endowment funds cannot be created because the City's accounting software resets account line amounts each year to track year-to-date totals. As a result, it cannot "carry over" balances from year to year.
- After further discussion and clarification, the Library Board expressed confidence in the City's handling of Endowment and Capital funds and agreed that separate tracking or investment was unnecessary.
- Todd suggested establishing a formal procedure for processing library donations to ensure Michele's streamlined submission for City Council approval through resolution.

Review of Endowment Fund Policy

The Board discussed the Endowment Fund Policy and decided it was no longer needed. Debra made a motion to rescind the Chatfield Public Library Endowment Fund Policy, George seconded it. Motion passed.

Annual Meeting

- V. New Business
 - a. Annual Meeting Tasks
 1. Set day and hour of regular meetings: The Board decided to continue to meet on the 1st Thursday of each month (when there is business) at 7pm at the library.

2. Elect officers: Kathy made a motion to approve the following slate of officers for the year, Todd seconded it. Motion passed.

President: Debra Collum, Vice President: Dave Frank, Secretary: Ann Halloran, Treasurer: Todd Johnson

b. Strategic Plan approval

Todd made a motion to approve the library's new Strategic Plan, Sandy seconded it. Motion passed.

c. Monica recommended a step increase for Sheila Erickson following her positive annual review at her one-year anniversary. Debra moved to approve the step increase from Grade 1, Step Minimum to Grade 1, Step 1. Kathy seconded. Motion passed.

d. Furnace Replacement

1. Note from SE Mechanical

2. Price Quote

- Debra made a motion to buy a new furnace from SE Mechanical at the quote presented, Kathy seconded it. Motion passed.
- The Board would like a furnace maintenance quote from SE Mechanical to consider.

VI. Roundtable

Monica: Staff has started online training for migration to Equinox, SELCO's new ILS that will go live May 1st.

Dave: Volunteered to be 1st Keyholder notified by Custom Alarm when no one is at the library to answer when an alarm goes off. We appreciate all Mike's service in filling this role for the past several years.

Debra: We appreciate all Mimi has done for the library throughout her many years serving in the Friends of the Library Group and her role in formation of the group itself. Debra and Kathy will take the lead in sharing this appreciation with Mimi.

VII. Adjourn

VIII. Upcoming Meetings :

1. Library Board, March 6, 2025
2. Library Board, April 3, 2025