

**Chatfield Public Library Board of Trustees Meeting Agenda**  
**April 6, 2023**  
**7:00pm at the Chatfield Public Library**

- I. Call to Order
- II. Approval of February Meeting Minutes (No meeting in March)
- III. Budget Review
  - a. Decision on CD maturing on May 7th
- IV. New Business
  - a. Hana Elshoff wants to donate Lion wood sculpture
  - b. Groundskeeper position opened up again
  - c. Patio Umbrellas: Repair? Replace?
  - d. Annual Report Review and Approval
- V. Old Business
- VI. Director's Report
  - a. New Trustee
  - b. Author Program: Lorna Landvik 5/4/23, 6:30pm, so no Board Meeting
  - c. Friends seeking help for possible Book Sale
  - d. SELCO/SELS merge
- VII. Roundtable
- VIII. Adjourn
- IX. Upcoming Meetings:
  - a. Library Board, June 1, 2023 at 7:00pm

**Chatfield Public Library Board of Trustees Meeting Minutes**  
**February 2, 2023**  
**7:00pm at the Chatfield Public Library**

Present: Angie Grant, Todd Johnson, Kathy Kamnetz, Sandy Sullivan, Mike Speck, Ann Halloran and (librarian) Monica Erickson

Absent: Kathryn Snodgrass, Karen Greenslade, David Frank

- I. Call to Order President Angie Grant called the meeting to order at 7:05pm
- II. Approval of January Meeting Minutes
  - a. Mike Speck made a motion to approve and Kathy Kamnetz seconded. Motion carried.
- III. Annual Meeting Tasks
  - a. Election of officers
    - i. President - Mike Speck volunteered to fill the office of President.
      1. Motion to approve made by Sandy Sullivan and seconded by Todd Johnson.
    - ii. Vice President - Kathy Kamnetz made a motion to nominate Karen Greenslade as Vice President and seconded by Sandy Sullivan. Vice President vacancy is pending Karen's acceptance.
    - iii. Treasurer - Todd Johnson volunteered to fill the office of Treasurer. Motion to approve made by Sandy Sullivan and seconded by Angie Grant.
    - iv. Secretary - Ann Halloran volunteered to fill the office of Secretary. Motion to approve made by Todd Johnson and seconded by Kathy Kamnetz.
  - b. Decide day and hour of regular meetings
    - i. A motion was made by Todd Johnson to continue to meet the first Thursday of the month at 7pm and was seconded by Mike Speck.
- IV. Budget Review
  - a. Revenue is at 11.54% and expenditures are at 5.87%
    - i. Program expenses are higher because of the purchase of Kwik Trip cards.
  - b. One CD is coming due May 2023 and another July 2023.
- V. New Business
  - a. Discuss Library Strategic Planning
    - i. Strategic planning for libraries through SELCO is a free service to the libraries.
    - ii. The request is to meet in the Fall.

- iii. When do we want to do it and how much involvement are we looking for?
  - 1. Monica will have Krista put us on the list for the Fall and decide at a later point what level of strategic planning assistance we are looking for.
- iv. Look through the previous strategic plan from 2011 to see if there are updates to be made from the board and library staff's perspective.

#### VI. Old Business

- a. Assistant Library Position has been formally filled by Christy Hyke.
  - i. Monica is going to notify the city, and include the resolutions and the job description.

#### VII. Director's Report

- a. New Trustee
  - i. Monica has reached out to a current library patron and has invited him to join the library board to fill Katie's pending opening. They are still considering it.
  - ii. Angie Grant also suggested a community member.
- b. SELCO Foundation funds
  - i. \$34,864 in our SELCO foundation funds
  - ii. The entire amount was invested in a 12 month CD as the rate was the highest.
- c. Chill Fest plans
  - i. STEAM kits - upstairs instead up downstairs as that space is already reserved.
    - 1. unsure of how long they can be checked out, but think it may be a week.
  - ii. Coffee, hot cocoa and cookies available
- d. Membership in SELCO RST (Resource Sharing and Technology) Committee
  - i. Monica volunteered to join this committee as a small library representative
    - 1. PC support fee methods is the specific committee Monica will participate in.
- e. Volunteers
  - i. Lisa Martin - volunteers about 3 hours a week pulling books and more
  - ii. Randy Wilson - helps with tech support

#### VIII. Roundtable

- a. Todd Johnson- nothing to share
- b. Sandy - nothing to share

- c. Kathy Kamnetz- news article about extended access. Libraries are able to be open more days and longer hours without the need for staffing at the library under a self-service model.
- d. Monica Erickson - nothing to share
- e. Angie Grant - nothing to share
- f. Ann Halloran - nothing to share
- g. Mike Speck - nothing to share

IX. Adjourn -

- a. Motion to adjourn by Todd Johnson and seconded by Angie Grant.

X. Upcoming Meetings:

- a. Library Board, March 2nd, 2023 at 7:00pm

Respectfully submitted by  
Ann Halloran, Secretary

Library Endowment Fund

March 2, 2023

Act Typ	Act Code	Last Dimension	Begin Year	YTD Debit	YTD Credit	Balance
<b>FUND 212 LIBRARY ENDOWMENT FUND</b>						
General Ledger						
Asset						
:G	212-10100	10100 10100 RRCB	\$15,432.58	\$1,000.00	\$0.00	\$16,432.58
:G	212-10101	10101 10101 FMM	\$0.00	\$0.00	\$0.00	\$0.00
:G	212-10400	10400 10400 RRINV	\$163,748.39	\$0.00	\$0.00	\$163,748.39
:G	212-10401	10401 10401 FMINV	\$0.26	\$0.00	\$0.00	\$0.26
:G	212-11500	11500 Accounts Receivable	\$1,000.00	\$0.00	\$1,000.00	\$0.00
<b>Total Asset</b>			<b>\$180,181.23</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$180,181.23</b>

CD Listing

RRSB	35529	M05/07/2023	2.27%	LBRRY	85,915.93
RRSB	35798	M07/29/2023	0.49%	LBRRY	77,832.46

*Kay Wangen*

City of Chatfield

Finance & Information Systems Director

21 SE Second Street

Chatfield, MN 55923

**Part Time Groundskeeper**

**Job Summary**

Provide seasonal general maintenance of library landscaping.

Weekly schedule variable due to changing landscape needs throughout the season, April - September. Needs will be determined through periodic consultation with Library Director.

\$14.50/hr with an average of 5hr/wk and maximum of 130 hours for the season.

**Qualifications:**

- Self-motivation and the ability to work autonomously
- Ability to follow instructions and complete assignments
- Time management skills
- Proficient in using manual tools safely
- Physical strength and stamina
- Attention to detail
- Manual dexterity
- Problem-solving skills
- Groundskeeping or related experience preferred

**Responsibilities and Duties**

- Pull or kill weeds
- Deadhead flowering plants on a regular basis
- Plant grass and flowers when directed
- Apply fertilizer, pesticides, and herbicides as directed
- Maintain green spaces by weeding, trimming, and pruning
- Water lawn, gardens, and planters when needed
- Apply new mulch when directed
- Rake leaves and other vegetation from lawns and flower beds
- Remove trash and other debris from outdoor areas
- Cut back dead vegetation in the fall
- Work with Landscape Designer as needed
- Complete and submit a timecard for each pay period



THE 2023  
MINNESOTA  
AUTHOR TOUR

CHATFIELD  
PUBLIC LIBRARY  
PRESENTS

LORNA  
LANDVIK

Lorna Landvik is the author of twelve novels, including the bestselling *Patty Jane's House of Curl*, *Angry Housewives Eating Bon Bons*, and *Last Circle of Love*. She has performed stand-up and improvisational comedy around the country and her engaging presentations draw on her experience as a playwright, and actor. Join us to hear Lorna speak about her journey to becoming an acclaimed writer. This event is free and open to the public.

THURSDAY, MAY 4, 2023

6:30PM

CHATFIELD PUBLIC LIBRARY

314 MAIN ST S  
CHATFIELD, MN 55923

507-867-3480

CHATFIELDPUBLICLIBRARY.ORG

Bestselling Author of *Angry Housewives Eating Bon Bons*  
LORNA LANDVIK



CLEAN  
WATER  
LAND &  
LEGACY  
AMENDMENT





## Merging SELCO & SELS Background Information

### What is the merger question?

The merger question is: Should we merge SELCO and SELS into one entity to align our structure with our practice, or do we find ways to fully operate as two separate entities?

### What are SELCO & SELS?

SELCO is one of 12 regional public library systems in Minnesota. We are a federated region, meaning that all of our members are independent and autonomous from SELCO. **Only public libraries are members of SELCO.**

### SELCO Services

- Library Support Services- SELCO offers consulting services to help member libraries on topics such as advocacy, marketing, library services, library administration and technology.
- Legacy Programs- As part of the Arts & Cultural Heritage Amendment, SELCO currently receives grant dollars to work on both region-wide and local initiatives to preserve Minnesota's cultural heritage or promote the arts.
- Reading Programs- A core of library programming has always been reading programs, and SELCO works to cover the subject from early literacy, to summer reading, to adult reading.
- PC & Internet- SELCO provides a range of services to help libraries manage their Internet connection and the PCs used by both staff and patrons.
- Website Hosting - SELCO offers hosting services for Horizon Libraries to maintain their presence on the web plus some built in frills.
- Administration of the Integrated Library System- a database that allows members to track items owned, orders made, bills paid, and patrons who have borrowed materials.\*\*
- Facilitation of Interlibrary Loan- policies and procedures that govern the sharing of materials between Horizon Libraries.\*\*
- Access to statewide interlibrary loan via MINITEX. Policies and procedures for statewide materials are maintained from the owning library in the state.
- Delivery- SELCO is the central hub for physical material moving between the member libraries and currently provides this service with a contracted vendor and some in-house resources for sorting.
- Administration of the Online Discovery Catalog- the patron facing discovery system or catalog that patrons can find, request, renew items, and monitor their accounts independently.
- Administration of the Mobile App- is the mobile version of the Discovery layer.
- Access to OverDrive- eBooks, audiobooks, and eMagazines are available for patron use on a browser or digital device.



SELS is one of seven multicounty, multitype library systems in Minnesota. **Public, school, academic and special libraries make up the membership of SELS.**

#### SELS Services

- Consulting - SELS offers consulting services to help member school, academic and special libraries on a variety of topics.
- Access to Mackin-VIA - ebook collection for participating school media centers
- Facilitation of networking opportunities between types of libraries

There are several services offered as a collaboration between SELCO & SELS. SELCO provides the staff time and SELS provides the funding.

- Continuing Education & Training- For libraries needing to keep up to date on technology, advocacy, reader's advisory, or any other topic in the library world, SELCO provides both classes and workshops.
- Special Collections- SELCO hosts a professional collection and a number of kits and other programming materials for libraries to utilize for fast programming or just to change up their offerings.
- SELS provides scholarships for continuing education opportunities for library staff

\*\*There are a handful of services that SELS members that are not public libraries may contract with SELCO to take part in:

- Administration of the Integrated Library System- a database that allows members to track items owned, orders made, bills paid, and patrons who have borrowed materials.\*\*
- Facilitation of Interlibrary Loan- policies and procedures that govern the sharing of materials between Horizon Libraries.\*\*
- Access to statewide interlibrary loan via MINITEX. Policies and procedures for statewide materials are maintained from the owning library in the state.
- Administration of the Online Discovery Catalog- the patron facing discovery system or catalog that patrons can find, request, renew items, and monitor their accounts independently.
- Delivery- SELS pays for two days of delivery for Horizon School Libraries.

#### What is the current relationship between SELCO & SELS now?

For all intents and purposes, SELCO and SELS function as a merged system already. Much of the reason we function as a merged system has to do with the fact that SELS contracts with SELCO for its operations and services to member libraries.

Here are some examples of “merged” practices:

- A logo and letterhead that includes both SELCO and SELS that is used for almost all correspondence.
- Joint board and board meetings. In the distant past, each organization used to have separate boards and meetings.
- Joint strategic plan. As with board meetings, SELCO & SELS used to have separate strategic plans.
- Joint services as listed above.
- One website that provides information on both entities. There is no SELS website.

Areas in which SELCO and SELS do not act as a merged system are mostly administrative and financial in nature. There are two separate budgets, two audits, two tax returns, two bank accounts, etc.

This represents a duplication of effort and dollars that would not necessarily need to occur if we were structurally merged. Any dollars saved by reducing the duplicated costs could be reallocated to direct services for the member libraries.

Please be aware that even in a merged system, RLBSS and MCMT funding would need to continue to be identified and tracked separately and be used only for the intended type of library and purpose as mandated by Chapter 134 of the Minnesota State Statutes. Nothing would change as far as the aid applications and reports of results required for both RLBSS and MCMT funding by State Library Services.

### What would a merged system look like?

The charge for this Task Force is to determine if we should merge, not determine the possible structure of a merged SELCO and SELS. However, we have reached out to State Library Services and learned that if the two organizations merge, SELCO could not remain a nonprofit organization. We are able to be one now because the statute grandfathered in structures in existence when the law changed and removed nonprofit organizations as an acceptable structure for regional public library systems.

The new, merged entity would need to become a joint powers organization, just like the other regional public library systems in Minnesota. That would involve engaging all eleven counties in a process to develop and approve a joint powers agreement.





On Wed, Jan 12, 2022 at 8:50 AM Krista Ross <[kross@selco.info](mailto:kross@selco.info)> wrote:  
Good morning,

At their July 2021 meeting, the SELCO/SELS Board of Directors created the Structure Study Task Force (SSTF) to answer four questions, one of which being "should SELCO and SELS merge into one organization?".

As part of the process, the SSTF is gathering feedback from SELCO public library members and SELS academic, school and special library members. For more information on what SELCO and SELS are/do as well as how they currently function, a [background document](#) has been created.

Please take a moment to complete the SELCO and SELS Merger Feedback Survey. The survey will close at 4:30 pm on Monday, January 31, 2022. One response per library please.

Thank you in advance for sharing your thoughts on this issue. Your input will be most valuable to the Task Force as they complete their work.

Please let me know if you have any questions!

Thanks!  
Krista

On Wed, Jan 12, 2022 at 9:26 AM Stephanie Eggert <[seggert@selco.info](mailto:seggert@selco.info)> wrote:  
Krista,  
What would be the disadvantages if we merged and were no longer considered a nonprofit?  
Steph

On Wed, Jan 12, 2022 at 10:33 AM James Hill <[jhill@selco.info](mailto:jhill@selco.info)> wrote:  
Off the top of my head, here are some disadvantages to consider.

Costs involved in legal assistance with merging, as well as whatever is needed to accomplish forming joint powers with all eleven counties. It's my understanding that cost savings is a big part of the conversation, but I'm skeptical considering the costs involved with the all the statutorily related changes could negate whatever financial savings you are targeting to begin with.

Ensuring that funding streams remain separate – even if the accounting is clear now, administrators change over time. I'm hesitant to go down a road where it becomes easier to "mix" the funding streams. I know current SELCO administration has tried to be clearer about RLBSS provides, and I applaud such efforts, but it is my belief that no matter how hard you try to separate funding, the reality is that the larger pool of funding will ultimately subsidize the smaller pool ie SELCO subsidizes SELS. SELCO could stand on its own with a database and resource sharing, but SELS would be hard pressed to provide that level on their own terms as a separate entity.

Incompatible missions. This is the most critical disadvantage to me, personally speaking. SELCO is public librarianship, and SELS is not. When you merge these two organizations, I believe it is an ideological change and one I disagree with, for the same reasons I would be against a joint public library/school library. We do not have the same purpose, and so should be governed separately. Philosophically, I don't believe in signaling that "all libraries are the same and should be treated as such". I have heard legislators already starting to say that, and I don't feel particularly inclined to give more justification or ammunition to that philosophy.

The other issue is what happens if, down the road, the laws change in respect to funding or governance of Multicounty/Multitype and regional library systems? The establishment, service, and governance of systems are currently statutorily separate.

**James Hill**

Wed, Jan 12, 11:04 AM

to Stephanie, Krista, SELS\_MEMBERS

On a side note, making the structural change to functioning as all the other regional systems do (as a public entity and not a private nonprofit corporation) is, in my opinion, incredibly advantageous. I do not like the idea that SELCO functions as a private nonprofit, because I feel it is counter to the intent of public library service in the state of Minnesota as a whole.

In a nutshell, SELCO was formed under statute 317A in 1971, and they are also designated by the Department of Education under MS 134.34 Subd. 3 as recipients of state aid to serve as "the appropriate agency to strengthen, improve and promote public library services". Although the corporation was formed in 1971, state aid was not instituted until 1978 when such aid was granted to library systems. Not having been around in the early 70s, my educated guess is that there was a movement to form library systems in the early 70s, and 1978 laws allowed for formal organization and integration of such systems, including those previously formed as non-profit corporations. It is my belief that SELCO *already* functions as a quasi-governmental agency or local unit of government. When I was denied a public data request by SELCO during the hiring process of the current Executive Director, I asked the League of Minnesota Cities why my data request was denied because I felt that MS 13 (Government data practices) Subd. 7a. defined a government entity to include any "political subdivision". Subd. 11 of that statute states a political subdivision is a "nonprofit social service agency which performs services under contract to a government entity, to the extent that the nonprofit social service agency or nonprofit corporation collects, stores, disseminates, and uses data on individuals because of a contractual relationship with a government entity." SELCO's public library database stores such data on individuals, and they are under contract with the various public libraries in the region.

LMC agreed with my assessment at the time, but I dropped the matter rather than press the issue. However, I still believe the legal framework already exists that SELCO should be a public entity, subject to all restrictions governing public bodies (open meeting laws, etc.) due to its intended purpose and functionality. While merging the organization with this change being necessary makes the merger more "palatable" to me, I'm not sure why we couldn't have the discussion regarding nonprofit status irrespective of any merger intent.

Thanks,  
James