

Chatfield Public Library Board of Trustees Regular Meeting Agenda

January 4, 2024

7:00pm at the Chatfield Public Library

- I. Call to Order
- II. Approval of [November Meeting Minutes](#) (No meeting in Dec.)
- III. Budget Review [November Budget Report](#) (Dec. not yet available)
- IV. Unfinished Business
 - a. Library Strategic Planning: [Timeline Draft](#)
 - b. New [children's shelving update](#)
- V. New Business
 - a. [Holidays and Closed dates](#) for 2024
 - b. New Part Time Employees – approval of [wage and hours](#)
- VII. Announcements
 - a. February is our Annual Meeting as explained in our [Bylaws](#)
 - b. [Chill Fest](#) is February 3rd
 - c. We have [Tonies](#)!
 - d. Monica will be gone on vacation 1/10/24 - 1/17/24
- VIII. Roundtable
- IX. Adjourn
- X. **Upcoming Meetings:**
 - a. **Annual Meeting of the Library Board, February 1, 2024 at 7:00pm**

Chatfield Public Library Board of Trustees Meeting Minutes

Thursday, November 2, 2023

7:00pm in the Library Basement

Present: Kathy Kamnetz, Debra Collum, Monica Erickson (Librarian), Dave Frank, Todd Johnson, Mike Speck, Angie Grant, Karen Greenslade and Guests: Michele Peterson (Chatfield City Administrator), Steve Harsin (Public Library Consultant with SELCO) and Krista Ross (Executive Director of SELCO)

Absent: Ann Halloran and Sandy Sullivan

I.-The meeting was called to order at 7:00pm by President, Mike Speck.

II. Approval of the August 8, 2023 meeting minutes (No meetings in September or October)
Todd Johnson made a motion to approve. 2nd by Debra Collum. No discussion. Motion carried.

III. Introductions by all attending were made around the table.

IV. Budget Review

- a. October Revenue and Expenditure Report-Handout reports that the library is on budget at 83.33%. Discussion held on some of the over budget lines on this report. Monica reports that some supplies have been purchased in bulk and will cover the next several months. Money for roofing costs/repairs is set aside each year and the budget should cover.
- b. Olmsted County funding update-The library once again got what it asked for, receiving 33,118.00 using the formula the County approves of. This amount is two dollars less than last year.

V. Old Business

- a. Library Strategic Planning-Krista Ross provided a handout of 4 different libraries that used the services of SELCO to come up with a strategic plan for their libraries. Krista explained the different levels of service, level one being the least involved through level 4 which provided the most involvement of SELCO. Steve Harsin provided additional information to the discussion as many questions were asked by board members. Some of the points of discussion and aspects involved in achieving a strategic plan for the library are:
 - a. Community driven
 - b. Plans are individualized
 - c. Work with words that emerge around concepts discussed
 - d. This is a free service provided by SELCO
 - e. Provide help to move forward in an organized way
 - f. They will assist and do as much or as little as we want
 - g. A Survey to the community members
 - h. And a timeline of about 3 months to complete the entire process

General consensus from those meeting was to move forward with a Level Four Strategic Plan. Krista and Steve will be looking at a timeline that will work for implementing the process. Krista and Steve then left the meeting at 7:45pm.

- c. New children's shelving project update-A motion was made by Kathy Kamnetz to accept the bid from Jerry and Chris Spelhaug for the building of the new children's shelving project and to include the metal installation of the interior framework for the project. 2nd by Angie Grant. No discussion. Motion carried.

VI. No New Business

VII. Director's Report-Monica provided a handout outlining her report which included

- a. Schwickert's Roof repair-Complete roof repair on 9/21/23 as \$850 as quoted. Damage was due to hail. Multiple broken vents and the shingles around the vents were replaced. They did a very thorough job.
- b. Monica's review will be completed with two board members-Kathy Kamnetz and Dave Frank
- c. Website Tools-Monica has spent some time investigating services to improve the present library website. Presently Wordpress is used and SELCO does support that and has agreed to assist in revamping our site with a date set up for initial discussion with Mike Flores. Other Website improvement options explored were Google 3 Virtual Tour and Streamline website development system. While these options had appeal with cost involved and could prove to be helpful in the future, it was decided to stay with Wordpress at least until March of 2025 as the domain is paid up until then.
- d. The Pumpkin Carving Workshop was a great success with 27 in attendance and 2 new young families. Photos are posted on the library's Facebook page.

VII. Roundtable-

- a. Monica reports that both she and Christy applied for a \$500 [SELCO mini-grant](#) and they were awarded one. It will be used to purchase new formats to replace the traditional children's paperback book/CD kits held in plastic bags. Some of these new formats include [Wonderbooks](#) and [Tonies](#).
- b. Monica reported on an upcoming donation to the library from the proceeds of the Sassy Quilter's recent sale of Pat Felt's sewing and quilting items. Working with the Friends of the Library the Sassy Quilters would like to purchase a smart TV that can be used for accessing YouTube videos and the like by groups using the library basement. This TV could also be used for presenters at the library using other technology and it was suggested that the TV purchased be big enough to fit in the elevator so as to move it easily between floors and to have it secured to a stand such as the City of Chatfield uses.

VIII. Adjournment-Motion made by Todd Johnson to adjourn with a 2nd by Dave Frank. Motion carried. And the meeting adjourned at 8:34pm.

IX. Upcoming Meeting-Library board meeting, December 7, 2023 at 7:00pm

Respectfully submitted,
Karen Greenslade
Acting Secretary

Current Period: November 2023

		2023 YTD Budget	2023 YTD Amt	November MTD Amt	2023 YTD Balance	% of Budget
Fund 211 LIBRARY						
	Revenues	\$294,745.00	\$283,000.44	\$98,795.00	\$11,744.56	96.02%
	Expenditures	\$294,745.27	\$253,750.01	\$20,149.29	\$40,995.26	86.09%
	Gain/(Loss)	(\$0.27)	\$29,250.43	\$78,645.71	(\$29,250.70)	914339.55%
Dept 45500 Libraries (GENERAL)						
Active	R 211-45500-33600 County Contra	\$92,894.00	\$75,189.55	\$0.00	\$17,704.45	80.94%
Active	R 211-45500-34000 Charges for Se	\$700.00	\$1,296.25	\$90.00	(\$596.25)	185.18%
Active	R 211-45500-35103 Library Fines	\$250.00	\$332.06	\$55.00	(\$82.06)	132.82%
Active	R 211-45500-36200 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 211-45500-36201 Sale Of Merch	\$200.00	\$355.00	\$20.00	(\$155.00)	177.50%
Active	R 211-45500-36202 Nontax-Sale of	\$5,000.00	\$5,852.73	\$320.00	(\$852.73)	117.05%
Active	R 211-45500-36210 Interest Earnin	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 211-45500-36230 Donations	\$1,000.00	\$6,340.00	\$1,610.00	(\$5,340.00)	634.00%
Active	R 211-45500-36260 Insurance Divi	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	R 211-45500-39201 Transfer In 700	\$193,401.00	\$193,401.00	\$96,700.00	\$0.00	100.00%
Active	R 211-45500-39225 T.I. - Fr End Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 211-45500-39550 Refunds Reb	\$100.00	\$233.85	\$0.00	(\$133.85)	233.85%
PL Type	Revenue	\$294,745.00	\$283,000.44	\$98,795.00	\$11,744.56	96.02% <i>Rev. Total</i>
Active	E 211-45500-101 Full-Time Employ	\$132,418.00	\$121,886.94	\$10,279.96	\$10,531.06	92.05%
Active	E 211-45500-103 Part-Time Empl	\$25,894.00	\$13,516.91	\$753.45	\$12,377.09	52.20%
Active	E 211-45500-121 PERA	\$11,873.40	\$10,050.80	\$822.55	\$1,822.60	84.65%
Active	E 211-45500-122 FICA	\$9,815.34	\$7,847.67	\$633.62	\$1,967.67	79.95%
Active	E 211-45500-125 Medicare	\$2,295.52	\$1,835.33	\$148.18	\$460.19	79.95%
Active	E 211-45500-131 Employer Paid Health	\$25,573.00	\$18,288.09	\$1,677.09	\$7,284.91	71.51%
Active	E 211-45500-134 Employer Paid Life	\$62.00	\$56.32	\$5.12	\$5.68	90.84%
Active	E 211-45500-136 Employer Paid H.S., R.	\$9,000.00	\$8,250.00	\$750.00	\$750.00	91.67%
Active	E 211-45500-140 Unemployment Comp.	\$0.00	\$1,226.52	\$0.00	(\$1,226.52)	0.00%
Active	E 211-45500-151 Worker s Comp I	\$1,000.00	\$1,264.60	\$0.00	(\$264.60)	126.46% <i>No control</i>
Active	E 211-45500-200 Office Supplies (\$2,000.00	\$1,182.65	\$0.00	\$817.35	59.13%
Active	E 211-45500-211 Program Expense	\$3,000.00	\$7,673.84	\$42.54	(\$4,673.84)	255.79% <i>Quick Trip Cards</i>
Active	E 211-45500-240 Small Tools and	\$1,500.00	\$94.40	\$0.00	\$1,405.60	6.29%
Active	E 211-45500-321 Telephone	\$3,150.00	\$3,073.46	\$285.08	\$76.54	97.57%
Active	E 211-45500-322 Postage	\$150.00	\$109.20	\$4.67	\$40.80	72.80%
Active	E 211-45500-331 Travel Expenses	\$650.00	\$11.79	\$0.00	\$638.21	1.81%
Active	E 211-45500-332 Continuing Educa	\$1,750.00	\$0.00	\$0.00	\$1,750.00	0.00%
Active	E 211-45500-350 Print/Binding (GE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45500-360 Insurance (GENE	\$9,944.00	\$10,590.00	\$0.00	(\$646.00)	106.50%
Active	E 211-45500-380 Utility Services (G	\$7,000.00	\$6,896.39	\$544.85	\$103.61	98.52%
Active	E 211-45500-401 Repairs/Maint Building	\$1,400.00	\$4,923.95	\$226.68	(\$3,523.95)	351.71% <i>Landscaping, Roof, HVAC repairs</i>
Active	E 211-45500-404 Repairs/Maint Eq	\$9,500.00	\$6,714.99	\$444.28	\$2,785.01	70.68%
Active	E 211-45500-414 Automated Opera	\$12,000.00	\$6,106.51	\$447.37	\$5,893.49	50.89%
Active	E 211-45500-416 Cleaning Service	\$1,000.00	\$1,594.62	\$0.00	(\$594.62)	159.46%
Active	E 211-45500-430 Misc. TRY NOT T	\$100.00	\$16.95	\$16.95	\$83.05	16.95% <i>used to be in ILS fees</i>
Active	E 211-45500-433 Dues and Subscri	\$1,020.00	\$1,357.81	\$0.00	(\$337.81)	133.12% <i>Website Hosting</i>
Active	E 211-45500-437 Sales Tax - Purch	\$100.00	\$139.00	\$0.00	(\$39.00)	139.00%
Active	E 211-45500-438 Internet Expense	\$50.00	\$46.34	\$0.00	\$3.66	92.68%
Active	E 211-45500-560 Cap. Outlay-Furn.	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 211-45500-590 Cap. Outlay-Books	\$12,000.00	\$11,939.82	\$1,420.55	\$60.18	99.50%
Active	E 211-45500-591 Cap. Outlay-Mag5	\$1,000.00	\$732.13	\$34.00	\$267.87	73.21%
Active	E 211-45500-593 Cap. Outlay-Nonprint	\$6,000.00	\$4,322.98	\$612.35	\$1,677.02	72.05%
Active	E 211-45500-700 Transfers (GENE	\$2,000.00	\$2,000.00	\$1,000.00	\$0.00	100.00%
PL Type	Expenditure	\$294,745.27	\$253,750.01	\$20,149.29	\$40,995.26	86.09% <i>Exp. Total</i>
Total Dept 45500 Libraries (GENERAL)		(\$0.27)	\$29,250.43	\$78,645.71	(\$29,250.70)	914339.55%
Total Fund 211 LIBRARY		(\$0.27)	\$29,250.43	\$78,645.71	(\$29,250.70)	914339.55%
Fund 212 LIBRARY ENDOWMENT FUND						
	Revenues	\$2,000.00	\$14,374.49	\$1,000.00	-\$12,374.49	718.72%
	Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Gain/(Loss)	\$2,000.00	\$14,374.49	\$1,000.00	(\$12,374.49)	718.72%

Chatfield Public Library - Strategic Planning Process 2024 Timeline

Date	Item	Party Responsible
January 2-12, 2024	Create Community Survey	Library w/SELCO assistance
January 15-February 16, 2024	Distribute Community Survey	Library
February 19- March 1, 2024	Compile Community Survey Data	SELCO
First week of March 2024	Distribute stakeholder survey	Library Director
March ??, 2024	Planning workshop with stakeholders	Logistics – Library Facilitation - SELCO
Early April 2024	Draft Strategic Plan Goals & Objectives created Draft Year 1 Implementation Plan created	Library/SELCO
TBD	Final draft shared with Board for upcoming meeting	Library Director
TBD	Approval of new strategic plan by Board	Library Director/Library Board
TBD	Presentation of Plan to City Council	Library Board/City Council

New Children's Shelving Units

Solid Oak shelving top and sides

Spelhaugs predicted that they would start staining Christmas weekend

Spacesaver metal shelving

Spacesaver should complete production on 1/12/24

Items should arrive the week of 1/14/24


Calendar for Year 2024 (United States)


January							February							March							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
28	29	30	31	25	26	27	28	29	24	25	26	27	28	29	30						
3:○	11:●	17:○	25:○	2:○	9:●	16:○	24:○	3:○	10:●	17:○	25:○										

April							May							June							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29						
1:○	8:●	15:○	23:○	1:○	7:●	15:○	23:○	30:○	6:●	14:○	21:○	28:○									

July							August							September							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31	25	26	27	28	29	30	31	29	30									
5:●	13:○	21:○	27:○	4:●	12:○	19:○	26:○	2:●	11:○	17:○	24:○										

October							November							December							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28	29	30	31	24	25	26	27	28	29	30	29	30	31							
2:●	10:○	17:○	24:○	1:●	9:○	15:○	22:○	1:●	8:○	15:○	22:○	30:●									

 Holidays

 Days in which the library will be closed

General Personnel Policy – Effective January 1, 2023

The amount of time off, and funeral leave approved, will be determined by the supervisor or city administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.)

Sick leave may also be granted for a maximum of five days in addition to the 3-day funeral leave.

Days in which the library will be closed.

3.7.6. Holidays

The following calendar days and such other days as the Council may fix are paid holidays:

- New Year's Day, January 1 *Monday*
- Martin Luther King Day, the third Monday in January
- President's Day, the third Monday in February
- Memorial Day, the last Monday in May *Close the Saturday before*
- Juneteenth, the 19th of June *Wednesday*
- Independence Day, July 4 *Thursday*
- Labor Day, the first Monday in September *Close the Saturday before*
- Veterans Day, November 11 *We take all day Christmas Eve off instead*
- Thanksgiving Day, the fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Eve Day – *Close at Noon when the 24th is on a Monday – Thursday – Tuesday*
- Christmas Day, December 25 *Wednesday*

All employees in regular positions are entitled to time off with full pay on holidays. Temporary and seasonal employees are not entitled to holiday pay. City Hall shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the nature of their duties or other conditions require.

Regular employees who work on a holiday will be paid at the rate of one and one-half (1 ½) times the employee's base rate of pay for the number of actual hours worked and the employee will be paid straight time for the holiday shift. When a holiday falls on an employee's day off, that employee shall be given an additional paid shift off.

When New Year's Day, Juneteenth, Independence Day, Veteran's Day or Christmas Day fall on Sunday, the following Monday is a paid holiday, and if any such day falls on Saturday, the preceding Friday is a holiday. When a holiday falls on a day when a full-time police officer or Librarian is not regularly scheduled to work, that employee's holiday will be considered to be that regularly scheduled work day that is closest to the actual holiday. Regular part time employees are entitled to pay on a holiday only if they would normally be scheduled to work on the day of the week designated as the holiday and they will be paid only for the number of hours they would have worked.

If regular part-time employees scheduled day to work falls on a holiday, the employee will be paid regular pay for that day.

New Hires: Proposed Hours and Wage

The advertised wages for our new hires reflect the 2023 pay for Grade 1, Minimum Step employees, as the 2024 pay grid was not accessible at the beginning of our search. Although the 2024 pay grid has still not yet been released by City Hall, I have received information suggesting that Grade 1, Minimum Step pay for 2024 is anticipated to be \$15.82.

1. I propose that the Board approves a wage of \$15.82 per hour or the final Grade 1, Minimum Step wage determined by the 2024 Chatfield City Pay Grid for both the newly hired part time Library Cleaner and Library Assistant.
2. I recommend the Board approve compensation for the library's new part time Library Cleaner for a minimum of 8 hours per week.
3. I suggest that the Board approves compensating the new part time Library Assistant for a minimum of 8 hours per week, with an additional 6 hours for weeks when she works the Saturday shift (approximately every 3rd week).

Positions as advertised

PART TIME CLEANER Chatfield Public Library seeks responsible, self-directed individual to clean the library at least 2 times a week. Schedule negotiable, 8 hours/week, \$15.22/hr. Cleaning experience is preferable.

PART TIME LIBRARY ASSISTANT The Chatfield Public Library is seeking a motivated individual to join their dedicated team. Your schedule would include Tuesdays 10:00am-2:00pm, Thursdays 4:30pm-8:30pm, every 3rd Saturday 9:00am-2:00pm, and occasional additional hours when needed. Wage starts at \$15.22/hr.

CHATFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES BYLAWS

Article I. Identification

This organization is the Board of Trustees of the Chatfield Public Library, located in Chatfield, Minnesota.

Article II. Membership

Section 1. Appointments and Terms of Office.

The board shall consist of 9 trustees who shall be appointed by the Mayor and shall serve for a term of 3 years. A trustee may serve 3 consecutive full terms.

A Student Commissioner may also be appointed by the Mayor to serve as a temporary member of the board.

Student Commissioners will have all the rights and responsibilities of a Trustee except the Student Commissioner will not have voting rights.

Individuals interested in being considered for appointment to the Library Board of Trustees should contact the library director or library staff for the current application process.

The majority of the Trustees must be residents of the city. At least one member should be a resident of rural Fillmore County and at least one should be a resident of rural Olmsted County as long as the library receives funding from these counties.

Section 2. Meeting Attendance.

Trustees shall be expected to attend all meetings unless prevented by a valid reason.

Trustees are asked to notify the library director if unable to attend a meeting.

The Library Board will review lack of attendance by a member over a period of time.

If a trustee or student commissioner misses 3 consecutive regular meetings, a 2/3 majority of the Board may recommend that the Mayor replace that member.

Article III. Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. A trustee shall be eligible

to serve consecutive terms in the same office. Vacancies in office shall be filled by a majority vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with the office of president.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep true and accurate minutes of all meetings of the Board and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 6. The treasurer shall provide assistance as requested and review the library budget proposal developed by the library director each year before it is presented to the rest of the trustees.

Article IV. Meetings

Section 1. Regular Meetings. Regular meetings shall be held each month, as needed, at the discretion of the Library Director and Board President. The day and hour of regular meetings will be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in February of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted in a public place determined by the library director and board of trustees.

Section 5. Special Meetings. Special meetings may be called at the direction of the president for the transaction of business as stated in the call for the meeting.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of 5 members of the Board attending the meeting.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Minnesota Open Meeting Law.

Section 8. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 2. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Chatfield Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Minnesota Department of Education.

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Trustees may not in their private capacity negotiate, bid for, or enter into a contract with the Chatfield Public Library in which they have a direct or indirect financial interest.

Section 2. Trustees shall withdraw from Board discussion, deliberation, and votes on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. Amending Bylaws

These bylaws may be amended at any regular meeting of the Board by 2/3 vote of all members of the Board, provided written notice of the proposed amendment shall have been communicated to all members at least 48 hours prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Chatfield Public Library on the _____ day of 2022.