

**Chatfield Public Library Board of Trustees Regular Meeting Agenda  
February 1, 2024  
7:00pm at the Chatfield Public Library**

- I. Call to Order
- II. Welcome new Board member, George Spangler
- III. Approval of [January Meeting Minutes](#)
- IV. Budget Review (not available yet)
- V. Old Business (none)
- VI. New Business
  - a. Annual Meeting Tasks
    - i. Set day and hour of regular meetings
  - ii. Elect officers (Pres, V.P., Sec., Treas.)
    - b. Approval of new SELCO ILS Agreement (attached)
    - c. [SELCO Foundation investment](#)
    - d. New Storytime Provider hire – approval of pay and hours
- VII. [Director's Report](#)
  - a. New furnace update
  - b. Update on new shelving
  - c. Monica's Self-Evaluation update
  - d. Library Strategic Planning Update
  - e. New Library Cleaner
  - f. New Storytime Provider employee search
- VIII. Roundtable
- IX. Adjourn

Upcoming Meetings: Library Board, March 7, 2024 at 7:00pm

## Chatfield Public Library Board of Trustees Regular Meeting Minutes

January 4, 2024

7:00pm at the Chatfield Public Library

Present: Debra Collum, Sandy Sullivan, Kathy Kamnetz, Mike Speck, Karen Greenslade, Dave Frank, (librarian) Monica Erickson

Absent: Angie Grant, Todd Johnson, Ann Halloran

### I. Call to Order

President Mike Speck called the meeting to order at 7:02pm.

### II. Approval of November Meeting Minutes (No meeting in Dec.)

Mike Speck entered a motion, with a second by Kathy Kamnetz, to approve November's Meeting Minutes. Motion carried.

### III. Budget Review

Reviewed the budget and found that revenue and expenditures were on target.

### IV. Old Business

#### a. Library Strategic Planning Update

- SELCO's suggested timeline draft was distributed. We will need to think about what questions we will want to include in the Community Survey. Send any questions you'd like staff to consider to [monica@selco.info](mailto:monica@selco.info) or [chyke@selco.info](mailto:chyke@selco.info).
- Who are "stakeholders"? People who are invested in the library. Those who affect, or are affected by the library.
- Need to consider how to reach people who don't use the library.

#### b. New children's shelving project update

- 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

### V. New Business

#### 1. Closed dates for 2024

##### a. Attached

- i. Library closed on the Saturday of Memorial Day weekend and the Saturday of Labor Day.

- ii. Juneteenth is a new holiday for the City.
- iii. Part time Library Assistants get 4 hours of float holiday time to take the place of 2 holidays they will never get to take due to schedule. They can use these hours whenever it works for them.

Mike Speck entered a motion, with a second by Sandy Sullivan, to approve the Calendar of Closed Library dates, as presented, for 2024. Motion carried.

- 2. New Hires – approval of pay and hours for Library Cleaner (Shannon Hansen) and Library Assistant (Sheila Erickson)
  - i. Proposed 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.
  - ii. Proposed hours for the library's new part time Library Cleaner: a minimum of 8 hours per week.
  - iii. Proposed hours for the new part time Library Assistant: a minimum of 8 hours per week, with an additional 6 hours for weeks when she works the Saturday shift (approximately every 3rd week).

Mike Speck entered a motion, with a second by Dave Frank, to approve all three proposals, as presented, for pay and hours for the new Library Cleaner and Library Assistant. Motion carried.

#### VI. Announcements

- February is our annual meeting as explained in our bylaws
  - a. The day and hour of regular meetings will be set by the Board at its annual meeting.
  - b. 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.
  - c. 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. Slate of officers for 2023: President: Mike Speck; Vice President: Dave Frank; Secretary: Ann Halloran; Treasurer: Todd Johnson
  - d. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.
- Chill Fest is Feb 3, 2024 Should the library plan something? Considerations:
  - a. Christy will be on vacation
  - b. Concerns about current spread of COVID
  - c. Board suggested the Library not plan an event this year.

- We have Tonies
  - a. Tonies are little gizmos that tell stories and sings songs to children
  - b. Made into Adventure kits that are checked out all the time. Very popular.
- Monica will be gone on vacation 1/10/24-1/17/24
- Story time person Ann Miksch has resigned due to changes in other employment responsibilities and family circumstances.
  - a. Monica praises Ann for the fabulous job she did. She will be missed.
  - b. Search for new Storytime Provider will begin when Monica returns from vacation.
  - c. Storytime is the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month at 10:30am.

#### VII. Roundtable

- a. Monica
  - 1. Apologizes that her yearly self-evaluation is not done yet.
  - 2. Reports that new TV and Cart (funded by Sassy Quilters and Friends of the Library) have been purchased
- b. Sandy Sullivan
  - 1. Asked Monica if there was still an interest in sponsoring a workshop about Seed Saving and creating a Seed Library. Monica said there is.

#### VII. Adjourn

President Mike Speck entered a motion, with a second by Dave Frank, to adjourn at 8:15 PM. Motion carried.

**Upcoming Meetings:** Library Board, February 1, 2024 at 7:00pm

Respectfully submitted by

Debra Collum & Monica Erickson



## AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

This Agreement to Participate in the SELCO Integrated Library System (the “**Agreement**”) is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Southeastern Libraries Cooperating, a non-profit corporation organized under Minnesota Statutes Chapter 317A, also designated as a regional public library system under Minnesota Statutes § 134.20 (hereinafter referred to as “**SELCO**”), and \_\_\_\_\_ (hereinafter referred to as the “**Participating Library**”).

### **Article I. Purpose (Mission/Vision)**

1.1 SELCO, as one of twelve regional public library systems in Minnesota, is responsible for strengthening, improving, and promoting library services in its eleven-county region. It fulfills this purpose through its mission of *supporting libraries through the delivery of professional expertise and sustainable services.*

1.2 In 2019, the Resource Sharing and Technology/Technology Policy Joint Committee created the following vision statement for the SELCO Integrated Library Service (“**ILS**”):

*Horizon Libraries are forward-thinking, innovative members who work to maximize local resources by engaging with fellow members to share their unique collections and ideas to better serve their communities.*

1.3 The ILS is library management software designed to track items owned, patrons who have borrowed, fees applied, and generally automate tasks around acquiring, borrowing and lending a library’s collection. This Agreement is intended to define the parameters of the ILS offered by SELCO to the Participating Library. Generally, the ILS supports the sharing of materials, ideas, staff resources, and costs to support, maintain and provide innovative library services to the region's communities. This is best achieved if all participants understand their rights and responsibilities and have a mutual understanding of expectations of each other.

### **Article II. Participation in the SELCO ILS Service**

2.1 The SELCO ILS is available to all SELCO member public libraries and SELS member libraries who choose to participate.

2.2 By signing this Agreement, the Participating Library acknowledges and agrees to adhere to the following philosophical concepts:

- (a) The SELCO Horizon ILS is a resource shared by all participating libraries. No one library owns the database.



## AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

- (b) The success of the shared resource requires active participation and engagement from all participating libraries. Active participation and engagement include:
  - (i) staying up to date with current ILS functionality, issues, and projects; and
  - (ii) sharing knowledge and perspectives with SELCO and other participants.
- (c) The responsibility for maintaining a quality database lies with both SELCO and the participating libraries; A quality database includes complete and accurate patron and bibliographic records.
- (d) The decisions made concerning the SELCO Horizon ILS will be based on an understanding of the situation of member libraries and be as fair as possible to all.

2.3 The Participating Library shall receive the following benefits in connection with its participation:

- (a) Efficient use of available resources to achieve more collectively than is possible individually by sharing the cost of ILS maintenance fees and expenses for staffing required to maintain the database.
- (b) Increased access to materials beyond the local library collection for library patrons, both regional and statewide library collections.
- (c) Stronger relationships and connections between participating libraries.

2.4 The Participating Library further acknowledges that although each member library is operated by a separate local governmental unit or board which retains authority over any policy decisions for internal library operations and the handling of local funds, participation in the SELCO ILS requires the Participating Library and all other participating members to give up a small amount of autonomy to receive the benefits of participation. The Participating Library agrees to adhere to best practices and adjustment of local workflows to accommodate changes in ILS functionality.

### **Article III.** Rights and Responsibilities

3.1 **Individual Libraries.** The Participating Library acknowledges all libraries who participate in the ILS share responsibility for ILS's success. As such, the Participating Library agrees, as follows:



## AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

### 3.1.1 General.

- (a) To follow the philosophical concepts outlined in Article II above.
- (b) Accept and comply with the provisions of contractual agreements made by SELCO on behalf of member libraries, including SELCO's contract with SirsiDynix ([SirsiDynix Master Agreement](#)), and accept responsibility for the acts of its own employees related to these matters (i.e., maintain the confidentiality of system proprietary software).
- (c) Be a [member in good standing](#) of SELCO, if a public library, or [SELS](#) if not a public library.
- (d) Acknowledge the Participating Library is sharing staff resources with other member libraries, and that library initiatives involving the ILS must include appropriate SELCO staff in the planning stages.
- (e) Contact SELCO with questions, problems, and concerns regarding the ILS.

### 3.1.2 Fees.

- (a) Pay the Participating Library's portion of the Total ILS Service Cost. The Total ILS Service Cost is determined by the operational outlay for the ILS based on the projected cost of the following components, maintenance and licensing fees, staffing, and continuing education related to the ILS.
- (b) Participate in the process outlined [here](#) that determines how the Total ILS Service Cost is distributed among the participating libraries.

### 3.1.3 ILS Shared Decision Making.

- (a) Provide input, ensure the Participating Library's perspective is shared and keep up to date with conversations and issues, either directly or through Participating Library's assigned representatives.
- (b) Provide active and continuing participation and collaboration in developing certain settings and best practices.
- (c) Follow the Appeal Process, detailed [here](#).
- (d) Follow the Conflict Resolution, detailed [here](#).



## AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

### 3.1.4 Technology.

- (a) Be responsible for procuring and maintaining all necessary hardware, software, peripherals and connectivity in order to access the ILS, adhering to the minimum requirements outlined [here](#).
- (b) Ensure correct use of ILS clients and related applications on local computers.

### 3.1.5 Training.

- (a) Ensure the Participating Library's personnel is trained on the ILS and its usage, including, but not limited to, conforming to adopted rules, policies, and best practices for the operation of the ILS through the shared decision-making committee.
- (b) Maintain, document and train staff on any local decisions, workflows, and policies ensuring they conform to the rules, policies, and best practices adopted through the shared decision-making committee.
- (c) Collaborate with SELCO staff to solve technical issues beyond the Participating Library's level of expertise.

### 3.1.6 Resource Sharing.

- (a) Lend library materials to patrons of all participating libraries according to the SELCO Region's [Borrower Privileges](#) document.
- (b) Participate in interlibrary loan services among SELCO Horizon Libraries, and MNLINK.
- (c) Conform to rules, policies, and best practices for the operation of the ILS established through the shared decision-making committee.
- (d) Maintain standards and practices of collection development and avoid major reductions in acquisitions with the intent of relying on the collections of other participating SELCO Horizon Libraries.





## AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

### 3.1.7 Access.

- (a) Restrict operation of the ILS to the Participating Library's authorized and trained personnel.
- (b) Provide reasonable security measures to prevent unauthorized access to the ILS. Examples of reasonable security measures can be found [here](#).
- (c) Assume financial and notification responsibilities for access breaches or misuse of patron data from failure to adhere to this Agreement.
- (d) Ensure contracts with the Participating Library's third-party vendors protect against misuse and security breaches of patron data.

3.2 **SELCO.** SELCO also shares responsibility for the success of the ILS with the Participating Library and other participants. SELCO will undertake the following:

### 3.2.1 Administration/General.

- (a) Adhere to the philosophical concepts outlined above in Article II.
- (b) Establish, administer, and negotiate a contractual agreement with ILS vendor(s) for products and services. The contract can be found here: [SirsiDynix Master Agreement](#).
- (c) Communicate with ILS vendor(s) and remain up to date on all offered vendor training and product overviews.
- (d) Provide qualified staff to administer the ILS and serve as technical advisers.
- (e) Modify the ILS to ensure its sustainability for the region.
- (f) Provide timely notifications of modifications to member libraries.
- (g) Provide a [Help Desk](#) for participants to contact SELCO staff with questions, problems and concerns regarding the ILS that allows for a timely response.
- (h) Prioritize staff resources for products and services that are accessible, utilized or needed by the region as whole.



## AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

- (i) Consider requests for implementation of products and services not accessible, utilized or needed by the region as whole as staff resources allow.

### 3.2.2 Fees & Costs.

- (a) Determine the Total ILS Service Cost. The Total ILS Service Cost is determined by the operational outlay for the ILS based on the projected cost of the following components: maintenance and licensing fees, staffing, and continuing education related to the ILS.
- (b) Provide timely and clear notice of ILS fees to member libraries based on the process outlined [here](#).

### 3.2.3 ILS Shared Decision Making.

- (a) Regularly update the Participating Library on ongoing ILS activities.
- (b) Provide opportunities for member libraries to guide areas of the ILS.
- (c) Collaborate with member libraries in developing certain settings and best practices.
- (d) Be the custodian of documents related to shared ILS decision-making.
- (e) Follow the Appeal Process, detailed [here](#).
- (f) Follow the Conflict Resolution process, detailed [here](#).

3.2.4 **Technology.** Procure and maintain all necessary hardware, software, peripherals, and connectivity to administer the ILS.

### 3.2.5 Training.

- (a) Provide training and training resources to the Participating Library on the use of the ILS adhering to principles outlined [here](#).
- (b) Provide a [list of expected competencies](#) for library staff using the ILS.



## AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

### 3.2.6 Resource Sharing.

- (a) Provide delivery services to facilitate resource sharing and interlibrary loans.
- (b) Be a designated MNLINK Gateway, executing and administering the responsibilities outlined in the MNLINK server site agreement found here: [MNLINK Server Site Agreement](#).

### 3.2.7 Access.

- (a) Restrict operation of the ILS to authorized and trained personnel.
- (b) Provide reasonable security measures to prevent unauthorized access to the ILS. Examples of reasonable security measures can be found [here](#).
- (c) Assume financial and notification responsibilities for access breaches or misuse of patron data from failure to adhere to this Agreement.
- (d) Ensure contracts with SELCO's third-party vendors protect against misuse and security breaches of patron data.

**Article IV. Member Libraries Together.** The success of the ILS depends on the cooperation and engagement of participating libraries together as a unit. The Participating Library, together with the other participating libraries, will:

- (a) Identify a committee or other designated group to provide guidance for the operation of the ILS.
- (b) Work closely with SELCO staff for the operation of the ILS.
- (c) Establish its own structure, procedures, and process.
- (d) Establish rules, policies, and other best practices for the operation of the ILS.
- (e) Enforce the adopted rules, policies, and best practices.
- (f) Maintain and follow the Appeal Process to decisions made, detailed [here](#).
- (g) Maintain and follow the Conflict Resolution process, detailed [here](#).



## AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

**Article V. Term of Agreement.** The term of this Agreement is for one (1) year, commencing on July 1, 2024. This aligns with the vendor contract found here: ([SirsiDynix Master Agreement](#)) - SirsiDynix Long Term Agreement (LTA). This alignment allows for stability and predictable fees for member libraries, with known annual increases. By signing this Agreement, the Participating Library is committing to the complete term of this Agreement. Notwithstanding the foregoing, if the Participating Library eliminates its physical collection or closes permanently, this Agreement may be terminated prior to the end of the one (1) year term upon the written agreement of SELCO and the Participating Library.

[SIGNATURES TO FOLLOW]



## AGREEMENT TO PARTICIPATE IN THE SELCO INTEGRATED LIBRARY SYSTEM

IN WITNESS WHEREOF, the undersigned have executed this Agreement to Participate in the SELCO Integrated Library System as of the day and year first written above.

### **SELCO:**

SOUTHEASTERN LIBRARIES COOPERATING, a  
Minnesota nonprofit corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **PARTICIPATING LIBRARY:**

[Name]

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Re: Selco Foundation CD

On Tue, Jan 16, 2024 at 1:01 PM Tim McLaughlin <[timmermc@gmail.com](mailto:timmermc@gmail.com)> wrote:

Hi Monica The Selco Foundation funds are invested in a 12 month CD that runs until 02-15-24. Amount is \$35,906. The interest added on Feb 15 will be about \$1,600.

Would you want to invest it all in another 1 year CD or are you anticipating needing some of the funds?

Thanks, Tim

---

On Thu, Jan 18, 2024 at 2:02 PM Monica Erickson <[monica@selco.info](mailto:monica@selco.info)> wrote:

Hi, Tim.

I think we will want to invest it again, but I will talk to the Board about it and get back to you. Our next meeting is 2/1/24.

---

On Thu, Jan 18, 2024 at 7:12 PM Tim McLaughlin <[timmermc@gmail.com](mailto:timmermc@gmail.com)> wrote:

I hope you had a good vacation. Not fun coming back to expensive issues. Right now the best rates on Cds are for a 1 year CD because the thinking is interest rates will be dropping some going forward. Meeting is Monday night and I'll let you know what they have for current interest rates, and then you can decide what you want to do.

Thanks, Tim

## **Director's Report February 1, 2024**

### **New Furnace Update**

I accepted the quote for the 2-stage Ruud furnace and EcoNet thermostat for \$5,199 to replace our defunct zone 2 furnace. It was installed on Wednesday, January 24<sup>th</sup>.

### **Update on new shelving**

Regarding delivery of our new metal shelving, I was told by our Spacesaver shelving rep on 1/19/24: "Your safest target-date is next Thursday; however, Wednesday could possibly happen." The Thursday he was talking about was 1/25/24. I am typing this on 1/26/24 and all we have gotten is 4 metal slotted shelves that arrived from FedEx this afternoon.

Chris Spelhaug and his dad are waiting to hear when the metal shelving pieces arrive as they are ready to install. I am hoping that I can share an update on the evening of our meeting that our new shelving is in and our 2 new shelving units are done!

### **Monica's Self-Evaluation update**

At the time of this typing, I have not completed my self-evaluation. I'm hoping that I can tell you I have my answers done by the time of our meeting. I will let Kathy and Dave know as soon as I am finished so we can meet.

### **Library Strategic Planning Update**

Christy and I are gathering questions for the survey from samples that other libraries have used and we are revising where needed.

### **New Library Cleaner**

We finally heard back from our new library cleaner (who was supposedly still trying to get all her new-hire paperwork in) that she will not be taking the position after all. She just learned that she got a part time position in Rochester and since she lives there, she will be taking that one instead.

I called the next highest rated candidate that we interviewed and offered her the position, as Christy and I both thought she would be good, too. I am now waiting for a reply. I hope to be able to tell you she accepted and has already started cleaning the library by the time of our meeting!

### **New Storytime Provider**

We have one application submitted so far since announcing the job opening on Monday.  
I plan to advertise in a few more places.