**Chatfield Public Library Board of Trustees Regular Meeting Minutes**

**July 23rd, 2024**

**7:00pm at the Chatfield Public Library**

Present: Monica Erickson (Librarian), Debra Collum, Dave Frank, Mike Speck, Ann Halloran, Sandy Sullivan, Kathy Kamnetz, Todd Johnson, and George Spangler

Absent: Karen Greenslade

1. Call to order
   1. The meeting was called to order at 7:01pm by board President, Mike Speck.
2. Approval of April Meeting Minutes (no meeting in May or June)
   1. Motion to approve April’s meeting minutes by Debra Collum, seconded by Sandy Sullivan. Motion passed.
3. Budget Review
   1. June Budget Report
      1. Expenditures that are over budget are items that are to be expected (unemployment, workman’s comp, insurance, etc)
      2. Discussion of how endowment funds are monitored. Currently it is listed under capital.
         1. Ask Kay, with the city, if the library can have a statement of activity/balance sheet to help monitor assets.
4. Old Business
   1. None
5. New Business
   1. SELCO Foundation Rep needed
      1. No volunteers at this time.
   2. 2025 Budget
      1. Mike Speck has looked at the first version of the budget.
      2. 2025 Goals:
         1. Upgrading the library’s current WordPress website to Streamline
         2. Complete Strategic Planning with the help of SELCO to ensure we are all working toward a common vision.
         3. Actively seek opportunities to expand and enrich our collection with nontraditional items to cater to the diverse needs of patrons of all ages.
         4. Sustain and enhance the increased level of programming established in 2024, to meet the demand of the community.
      3. Revised 2025 Budget
         1. Conversation of why there was not an increase in the item line for program expenses, even though one of the goals is to increase adult programming.
            1. There are funds from elsewhere (Legacy and Friends) that can help fund the increased adult programming.
         2. Can the Kwik Trip cards become their own budget line in expenses and allot for $4,000 worth of expense for this.
            1. Monica will check on this.
         3. Proposed increasing the program expenses to $5,000
            1. Monica will check on this.
         4. Conversation about revenue
            1. Increase the donation line from $1,500 to $2,100
         5. Motion to amend the budget regarding the program services, adding a Kwik Trip line, increasing donation line. Motion to approve the amended budget made by Todd Johnson, seconded by Debra Collum. Motion passed.
         6. Monica demonstrated Streamline’s capabilities and showed an example of a library that uses it.
      4. Fillmore County Funding
         1. $8,000 increase to total given to Fillmore County’s 7 libraries each year for the next three years.
      5. Olmsted County Funding Request
         1. Monica, using the formula she has previously been instructed to use, has requested $34,454 from Olmsted County for 2025.
            1. The determination of what Olmsted County provides to the library is made later in the year, perhaps around December.
      6. Christy’s Step Increase: anniversary date 7/22/24 brings her to Grade 6, step 3
         1. Already approved by the city.
6. Roundtable
   1. Monica - out of town July 31st on vacation.
   2. Debra - conversation about this being the last summer of library lunches.
   3. Kathy - Lake City had someone come in from Eagle Bluff with a pet skunk.
   4. Sandy - over 100 people have accessed seeds through the seed library.
7. Adjourn, 8:35pm
   1. Motion was made to adjourn the meeting by Todd Johnson and seconded by Kathy Kamnetz. Motion was approved.
8. Upcoming Meetings:
   1. Library Board, 7:00pm, September 5, 2024