
Chatfield Public Library
Board of Trustees Regular Meeting Minutes
June 4, 2026
7:00pm – Chatfield Public Library

I. Call to Order

The meeting was called to order at 7:00pm by Dave Frank.

Board Members Present:

X Beth Riley	X Emma Strand	X Kathy Kamnetz
X Dave Frank	X John Armenta	X Lisa Martin
X Daysha Borst	Karen Greenslade	X Sandy Sullivan

Board Members Absent: Karen Greenslade

Also Present:

Monica Erickson, Library Director; Michele Peterson, Chatfield City Administrator

II. Approval of May Library Board Meeting Minutes

Motion to approve the May meeting minutes:

Moved by: Lisa

Seconded by: Kathy

Vote: Approved unanimously

III. Budget Review

Operating Budget

Total Revenue: 20.75%

Total Expenditures: 39.53%

Right on budget would be: 41.66%

Expenditure lines that are slightly over budget resulted from one-time expenses, irregular expenses, and grant purchases that will be reimbursed.

IV. Old Business

Library Director Succession Planning

Review information provided by City Administrator Michele Peterson

AUTHORITY

Michele confirmed that it appears that the Library Board has authority to hire library staff and found no history of City Council approval of library hires or salary changes.

WAGE GRID & DIRECTOR'S WAGE

- Michele shared a Pay Grade grid that was adopted and approved by City Council.
- Her understanding is that the City had contracted with a consulting firm to develop this system.
- This grid assigns the Library Director to Grade 7 and a Library Director with an Assistant Library Director to Grade 8
- There was a comment recorded noting that the Director with an Assistant Director would most likely be replacing the Library Director (without an Assistant) line in 2023.
- In light of this grid, Michele said, "I feel that increasing the Library Director [with an Assistant Director] to a step 8 would be in line with current City policies."
- She said that if the Board chooses to make this change, a copy of the minutes noting the decision should be forwarded to City Hall for implementation, along with the requested step and start date.
- Michele reported that a comparison of regional and statewide wage grids found Chatfield's Wage Grid to be in line with those of most comparable communities.

Motion to assign the incoming Library Director to Grade 8, Step 3 of the City's Pay Grade Grid.

Moved by: Lisa

Seconded by: Beth

Vote: Approved unanimously

BUDGET DURING TRANSITION

Due to this year's staffing transition, salary and benefits are expected to exceed budget. This is anticipated and will be monitored throughout the year. The library will absorb the additional expense within the operations fund if possible. If necessary, the Board may consider a transfer from the capital account, which received a \$110,000 transfer from operations in December 2024 (excluding donated funds).

Review Proposed Succession Planning Timeline and Checklist

Monica reviewed the Library Director Hiring Timeline and Checklist and outlined the steps completed to date. The Board discussed next steps and agreed to proceed with Phase 4: Application and Review.

Daysha Borst, Beth Riley, and Kathy Kamnetz volunteered to serve on the Interview Team. Their responsibilities will include:

- Reviewing candidate application materials and qualifications. (These documents will be shared with the full Board.)
- Developing interview questions.
- Creating an evaluation rubric.
- Scheduling and conducting the interview.
- Providing a summary of the interview at the July 2 Library Board meeting.

VI. New Business

Olmsted County Funding

- Monica reviewed Olmsted County's proposed 2027 library funding formula. Preliminary estimates based on 2024 data indicate that Chatfield Public Library's allocation could increase from \$35,109 in 2026 to approximately \$55,903 in 2027. The estimate remains subject to further County review and revision.
 - Funding allocations will be based on data reported through the Minnesota Public Library Annual Report and calculated using a formula weighted by population (50%), circulation (30%), and program attendance (20%). Each library's allocation will be based on its proportional share of these categories.
 - Monica reported that legal service area population calculations will be discussed at an upcoming SELCO Advisory Committee meeting. Olmsted County-funded libraries have also begun meeting to discuss the proposed funding formula changes and will meet again in Chatfield on June 18.
 - Monica reported that, when calculating Chatfield Public Library's legal service area population, she includes the surrounding rural townships in Olmsted and Fillmore Counties and communities within that area that do not have a public library.
-

VII. Roundtable

Board members shared comments and updates.

Board Discussion

The Board discussed the possibility of retroactive compensation for Monica Erickson based on information suggesting that the Library Director position was eligible for advancement to Grade 8 upon the appointment of an Assistant Director. Members agreed that the library budget should be able to accommodate the additional expense. Dave Frank volunteered to consult with Michele Peterson regarding the process.

Sandy Sullivan

Sandy reported that 1,057 seed packets were checked out from the Seed Library this season. Board members were impressed by the level of community participation.

VIII. Adjournment

Motion to approve meeting adjournment

Moved by: Kathy

Seconded by: Lisa

Vote: Approved unanimously

Dave adjourned the meeting at 8:25pm.

IX. Upcoming Meetings

Library Board – July 2, 2026

Library Board – Aug. 6, 2026

Minutes recorded by Emma Strand.