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

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**I. Call to Order**

The meeting was called to order at 7:00pm by Pres. 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	X Karen Greenslade	X Sandy Sullivan

**Board Members Absent:**

**Also Present:**

Monica Erickson, Library Director

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**II. Approval of March Library Board Meeting Minutes (no meeting in April)**

**Motion to approve the March meeting minutes:**

Moved by: Lisa

Seconded by: Kathy

Vote: Approved unanimously.

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**III. Budget Review**

Operating Budget

Total Revenue: 20.64%

Total Expenditures: 31.59%

Right on budget would be: 33.33%

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

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**IV. Director's Report**

Monica presented the Director's Report to the Board.

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**V. Old Business**

- The Board discussed the process for hiring a new Library Director. The Board agreed to the following approach:

1. Interview Christy Archer for the position.
  2. Following the interview, determine whether additional candidates should be considered based on the Board's assessment and Christy's interest in the position.
  3. If the Board determines that additional candidates should be considered, the position will be publicly advertised. If the Board determines that Christy is the preferred candidate, an offer of employment will be extended.
  4. Negotiation of salary and employment terms will follow the job offer.
- The Board reviewed and discussed the updated Library Director Job Description. The only suggested revision was to clarify that the sections referencing the current budget amount and staffing level reflect present conditions and may change over time.

**Motion to approve the updated Library Director Job Description with the above clarifying revision.**

Moved by: Lisa

Seconded by: Daysha

Vote: Approved unanimously.

- Discussion was held regarding appropriate compensation for the updated Library Director position.
    - Consensus of the Board was that the current compensation and assigned grade do not seem to fully reflect the scope of the position.
    - Possible approaches to addressing compensation and classification for the next Director were discussed.
    - Monica will consult with City Administrator Michele Peterson regarding compensation and classification considerations.
    - Additional discussion at the next meeting will include potential interview questions, selection of the interview team, and possible transition staffing overlap between the current Director, future Director, and potential new Assistant Director.
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## **VI. New Business**

### **SELS Membership Agreement**

- The new SELS Membership Agreement has been updated to ensure it reflects current practices, expectations, and the needs of both SELS and its member libraries.
- Monica explained that SELCO and SELS are integrated sister organizations in Southeast Minnesota that work together to serve local libraries.
  - **SELCO (Southeastern Libraries Cooperating)**: Established in 1971 as a regional public library system.
  - **SELS (Southeast Library System)**: Created in 1979 as a regional multitype system that contracts with SELCO. (Multitype libraries include school, academic, and special libraries.)
- The new SELS Membership Agreement will commence on July 1, 2026.

**Motion to approve adoption of the new SELS Membership Agreement:**

Moved by: Lisa

Seconded by: Kathy

Vote: Approved unanimously

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## **VII. Roundtable**

**Board members shared comments and updates.**

### **MONICA**

#### **Olmsted County Funding**

- Monica reported that Olmsted County is developing a new funding formula for public libraries serving rural Olmsted County.
- Under the proposed formula, total funding would remain at approximately the 2026 level, but individual library allocations may change. Funding would be distributed based on factors including legal service area population, rural Olmsted circulation, and program attendance.
- Monica will provide updates as additional information becomes available.

#### **Preschool Visits**

- Monica reported that two preschool classes will be visiting the library this week for field trips organized by their teacher.
- Activities will include Storytime, a library tour, and information about the Summer Reading Program and other library services.
- Some parents and grandparents are also expected to attend.

#### **Summer Programming**

- Monica reported that the Chatfield Center for the Arts has again agreed to serve as the rain backup location for summer library programs held in the park.
- The Board expressed appreciation for their continued support.

### **BETH**

- Beth asked whether any plans had been made for use of the library's \$10,000 Carnegie gift.
- Monica stated that planning related to the gift will likely take place after completion of the Summer Reading Program.

### **DAYSHA**

- Daysha reported that first grade classes are planning to visit the library in the fall.
- The school is seeking transportation funding assistance through the Education District.

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## **VIII. Adjournment**

### **Motion to approve meeting adjournment**

Moved by: Karen

Seconded by: Lisa

Vote: Approved unanimously

President Dave Frank adjourned the meeting at 8:34pm.

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## **IX. Upcoming Meetings**

Library Board – June 4, 2026

Library Board – July 2, 2026

Minutes recorded by Emma Strand