



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, OCTOBER 13,
2025

6:00 PM

1. Call to Order/ Approve Agenda
2. Approval of the Minutes of the September 8, 2025, meeting
3. Requests to Be Heard
Citizen comment period (3 minutes per person maximum – sign up in advance). With remote, electronic meeting format in place, call or email the Library Directory prior to 5:45 p.m. the day of the meeting—comments will be relayed to the Library Advisory Board at the meeting. djames@ci.faribault.mn.us / (507) 384-0526
4. Director's Report
5. Teen Advisory Board Report
6. SELCO Report
SELCO Foundation Report - Delane
SELCO Board Report - Lisa
7. ► Long-term Meeting Room Request – Kaleidoscope
8. 2026 Budget
9. Bylaws Review - Please see attached Bylaws and Chapter 13 of City Code for reference in this review
10. Other
11. Next Meeting Date: November 10, 2025, Great Hall (second floor)
12. Adjournment



**Minutes of Monday, September 8, 2025, Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

PRESENT: Sam Powell (Chair), Anneke Musselman (Vice Chair), Melissa Kuhl (Secretary), Kate McGrogan, Gordon Lui, Langston Richter, Lisa Reuvers (SELCO Board Representative), Delane James (Library Director), Linda Hanson (Library Technician)

CALL TO ORDER: Sam called the meeting to order at 6:01 p.m.

APPROVAL OF THE MINUTES: A motion was made by Gordon to approve the minutes of the August 11, 2025, meeting, and a second was made by Anneke. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

DIRECTOR'S REPORT: Library Director Delane James reported on the following:

- The tower clock has been repaired. The clock's mechanics remain, but now a central component to the system is an electrical control system that's tied to a Garmin device, ensuring the clock is on time. It automatically adjusts if the power goes out and for daylight saving time. Also, the clock automatically lights up at sunset and the lights turn off at sunrise.
- The roof between the Community Center and the Library needs repair. We are currently acquiring quotes. It's estimated to cost between \$19,000 - \$21,000 to make the repairs.
- Summer Library Program has ended. A total of 1,092 young people signed up, and there was a total of 248 finishers. Both numbers are up from last year.
- Recently, the library has had 4 job openings. A receptionist, a circulation aide, and a page position have been filled. Applications are still being accepted for another page position. The former pages and circulation aide left to attend school. The former receptionist left to take a higher-level, full-time position at another library in the SELCO regional system.
- The City's 2024 audit is complete. The preliminary levy will most likely decrease to about 9% due to a surplus in 2024.

TEEN ADVISORY BOARD REPORT: Langston reported that they have 6 members on the Teen Advisory Board. Kayla is the newest member. He also talked about the upcoming snake program.

SELCO REPORT:

SELCO Foundation – Sam talked about the SELCO Foundation Bylaws. SMIF has its own bylaws, which will govern the funds deposited by the SELCO Foundation. At this point, some of the details are unclear. It appears that the SELCO Foundation Board representatives will act as an advisory board. Sam will continue to bring back information as it becomes available.

SELCO Board – Lisa talked about the work of committees, ILS meetings, and the voting on changes made to the ILS.

SELCO-Rice County Agreement for Library Service 2026-2030: A motion was made by Gordon to approve the agreement for SELCO-Rice County Library Services for the years 2026-2030, and a second was made by Mel. All in favor. The motion carried and will be presented to the City Council for approval and signing.

OTHER: None

NEXT MEETING DATE: October 13, 2025, Great Hall (second floor)

ADJOURNMENT: A motion was made by Anneke to adjourn the meeting, and a second was made by Kate. All in favor. The motion carried. Meeting adjourned at 6:44 p.m.

Transcribed by Linda Hanson.

Respectfully submitted,
Melissa Kuhl (Secretary)



Kaleidoscope
Art, Conversations, and Support for LGBTQ+ Youth and Allies

KaleidoscopeByFaith@gmail.com

To the Library Advisory Board:

My name is Faith Jameson. I am a graduate of South Central College and a proud graduate of Faribault High School. Having grown up in this community, I can attest to the unique challenges faced by many LGBTQ+ youth in this area. The harrowing journey from youth to adolescence and eventual adulthood is further complicated by the lack of LGBTQ+ resources and support.

I created Kaleidoscope to meet this need. **Kaleidoscope is a weekly LGBTQ+ group designed for and by young people in Rice County.** Kaleidoscope incorporates art, conversation, education, and support for both LGBTQ+ members and allies, and aims to provide all young people with the tools they need to learn, grow, and embrace their identities in a positive way.

Kaleidoscope was able to meet at the Buckham Memorial Library the last couple of years and it was the perfect location. Students, guests, and myself very much enjoyed the welcoming environment the library contributed to Kaleidoscope. **Would the library be open to hosting Kaleidoscope again?**

Kaleidoscope meets on Thursdays from 3:45pm-4:45pm, following the Faribault Public School calendar (no meetings on school holidays, breaks, snow days, etc.) This year, our first meeting will be Thursday, October 9th 2025 and we will end on June 4th, 2026.

Buckham Memorial Library has always been my dream location for Kaleidoscope. As the stalwart champion for inclusion, community, knowledge, and growth, I can think of no better place to host our little group. Thank you for considering this request and helping to support our local young people.

Sincerely,

Faith Jameson
Founder and Director of Kaleidoscope

Kaleidoscope is fiscally sponsored by Two Thousand Hours, a 501(c)3 not-for-profit organization based in Southern Minnesota. Contributions and donations to Kaleidoscope are tax-deductible to the full extent allowed by law.



RENÉE P. LOWERY
Library Director

BUCKHAM MEMORIAL LIBRARY

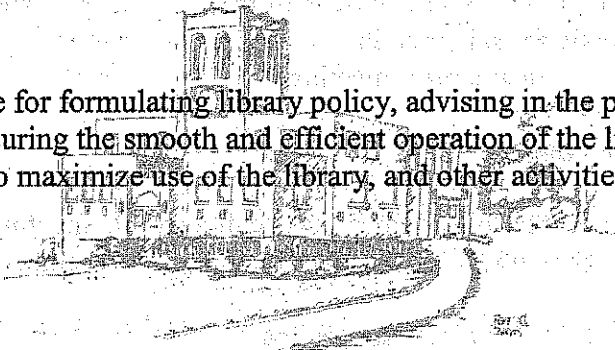
LIBRARY ADVISORY BOARD

PURPOSE

The Library Advisory Board has been created by ordinance to **advise the council and city administrator** in all matters pertaining to the maintenance and operation of the Library.

RESPONSIBILITY

The Board is responsible for formulating library policy, advising in the preparation of budget, advising its by-laws, ensuring the smooth and efficient operation of the library, engaging in public relations efforts to maximize use of the library, and other activities dedicated to the best interest of the library.



BUCKHAM MEMORIAL LIBRARY ADVISORY BOARD BYLAWS

Section 1. Annual Meeting

The annual meeting of the Library Advisory Board shall be the first regular meeting in the month of April of each year. Such meeting shall allow for the election of officers for the ensuing year and such other business as shall be scheduled by the Library Advisory Board.

Section 2. Regular Meeting

Regular meetings of the Library Advisory Board shall be held on the evenings of the second Monday of each month. At such meetings, the Board shall consider all matters properly brought before the Board. Notice of meetings to each member need only be in the form of the agenda for said meeting. A regular meeting may be cancelled or rescheduled by the Board at a prior meeting.

Section 3. Special Meetings

The Chair or five members of the Board may call a special meeting. Such meetings shall be called with a 24-hour notice to all Board members and members of the news media.

Published notice in the official newspaper shall also be given and notice shall also be posted on the City Hall bulletin board. Either or both notices shall specify: (1) items to be considered at the meeting and (2) the date, time, and place of the meeting.

Section 4. Quorum

At any meeting of the Library Advisory Board, a quorum shall consist of four (4) members of the Board based on a Board size of seven (7) members. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

Section 5. Voting

At all meetings of the Advisory Board, each member attending shall be entitled to cast one vote. Voting shall be by voice. Any members of the Advisory Board feeling that they have a conflict of interest in any matter that is on the agenda, shall voluntarily excuse themselves, vacate their seats, and refrain from discussing and voting on said item as Board members. The Secretary shall record in the minutes that no vote was cast by such members. The affirmative vote of at least four members shall be necessary for the adoption of any Resolution or other voting matter.

Section 6. Proceedings

- A. At any regular meeting of the Advisory Board, the following shall be the order of business: (1) Minutes of Previous Meeting; (2) Library Director's Report; (3) Items for Discussion; (4) Committee Reports; and (5) Adjournment.
- B. Each formal action of the Advisory Board required by law, city charter, or ordinance shall be embodied in a formal Resolution duly entered in full in the Minute book after an affirmative vote as provided in Section 5.

Section 7. Rules of Procedure

All meetings of the Advisory Board shall be conducted in accordance with Robert's Rules of Order.

Section 8. Officers

The officers of the Advisory Board shall consist of a Chair, Vice Chair and Secretary elected by the Board at the annual meeting for a term of one year. The Advisory Board may appoint the Library Director to serve as Secretary. In the absence of the Secretary, the presiding officer shall designate an acting secretary. No member may serve more than two full consecutive terms as Chair.

Section 9. Duties of Officers

The duties and powers of the officers of the Advisory Board shall be as follows:

- A. Chair
 - 1. To preside at all meetings.
 - 2. To call special meetings in accordance with these Bylaws.
 - 3. To sign all documents of the Board.
 - 4. To see that all actions are properly taken.
- B. Vice Chair
 - 1. During the absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.
- C. Secretary
 - 1. To keep minutes of all meetings and make them available to all members.
 - 2. To sign official documents of the Board.
 - 3. To prepare an agenda before every meeting, which the Chair uses to conduct the meeting.
 - 4. To call the meeting to order in the absence of the Chair and Vice Chair.

Section 10. Attendance

Each member of the Advisory Board who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Board shall notify the Library Director or Board Chair at the earliest possible opportunity and, in any event, prior to 1:00 p.m. on the day of the meeting.

Section 11. Vacancies

Should any vacancy occur among the members of this Advisory Board by reason of death, resignation, disability, or otherwise, immediate notice thereof shall be given to the City Administrator by the Library Director along with a recommended replacement to the vacancy. Should any vacancy occur among officers of the Board, the vacant office shall be filled in accordance with Section 8 of these Bylaws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

Section 12. City Code Recognized

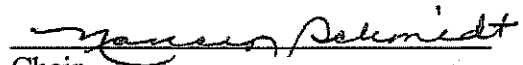
Chapter 13 of the Faribault Code of Ordinances establishing this Advisory Board and all other chapters referring to this Board are hereby recognized and will be complied with.

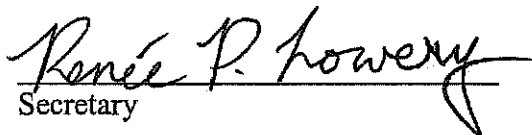
Section 13. Amending Bylaws

These Bylaws may be amended at any meeting of the Advisory Board provided that notice of said proposed amendment is given to each member in writing at least five days prior to said meeting.

These Bylaws shall take effect upon adoption and all prior rules and Bylaws are rescinded.

Adopted this 9th day of January, 2006.


Chair


Secretary

Chapter 13 - LIBRARY

Footnotes:

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Cross reference— *Parks and recreation, Ch. 18.***State Law reference**— *Libraries, M.S. Ch. 134; authority of city to establish a public library, M.S. § 134.07.*

ARTICLE I. - IN GENERAL

Secs. 13-1—13-20. - Reserved.

ARTICLE II. - LIBRARY ADVISORY BOARD

Footnotes:

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Charter reference— *No administrative library board separate from the city council shall be created, but the city council may establish an advisory board, § 2.02.*

Sec. 13-21. - Creation.

There is hereby created a library advisory board for the city.

(Code 1971, § 13¾-21)

Sec. 13-22. - Appointment of members; terms.

- (a) The library advisory board shall consist of seven (7) members.
- (b) The library advisory board shall consist of six (6) residents of the city, or a township in the library's legal service area within Rice County who shall be appointed by the council for terms of three (3) years each, with so-called staggered terms, expiring on January 31 at the end of their term.
- (c) A youth age thirteen (13) years or older who is a resident of the city or a township in the library's legal service area within Rice County shall be appointed for a one-year term. The student member will be one of the seven (7) regular members and have voting rights.
- (d) A vacancy occurring during any member's term shall be filled by the council for the unexpired term.

(Code 1971, § 13¾-22; Ord. No. 83-31, § 1, 1-10-84; Ord. No. 2005-18, § 1, 8-23-05; Ord. No. 2024-20, § 1, 9-24-24)

Sec. 13-23. - Advisory duties.

The library advisory board shall advise the council and the city administrator regarding the maintenance and operation of the municipal library.

(Code 1971, § 13¾-27)

Sec. 13-24. - Meetings.

The library advisory board shall meet at such intervals as its business may reasonably require.

(Code 1971, § 13¾-24)

Sec. 13-25. - Quorum.

Four (4) members of the library advisory board shall constitute a quorum.

(Code 1971, § 13¾-25; Ord. No. 2005-18, § 1, 8-23-05)

Sec. 13-26. - Record of proceedings.

The library advisory board shall keep an accurate record of its proceedings which shall be placed on file at the office of the city administrator.

(Code 1971, § 13¾-26)

Sec. 13-27. - Compensation.

The members of the library advisory board shall serve without compensation.

(Code 1971, § 13¾-23)