



## **LIBRARY ADVISORY BOARD AGENDA**

**THE GREAT HALL**

**MONDAY, JUNE 8, 2026**

**6:00 PM**

### **Call to Order/Approve Agenda**

### **Approval of the Minutes**

1. Approval of the Minutes of the May 11, 2026 meeting

### **Requests to be Heard**

### **Director's Report**

### **Teen Advisory Board Report**

### **SELCO Report**

1. SELCO Foundation Report
2. SELCO Board Report
3. Appoint new SELCO Board Member

### **Other**

1. 2027 Budget
2. Long-Term Meeting Room Request: Moms In Prayer
3. Policy Review: Further discussion about AI as it relates to the library's *Collection Development* Policy. Please refer to the attached draft policy from SELCO's Shared ILS Committee: *Unauthorized Items in the Shared Catalog*.

**Next Meeting Date: July 13, 2026, Great Hall (second floor)**

### **Adjournment**





**Minutes of Monday, May 11, 2026, Meeting  
Library Advisory Board**

Buckham Memorial Library Great Hall

**PRESENT:** Sam Powell (Chair), Melissa Kuhl (Secretary), Jayne Spooner, Gordon Lui, Kate McGrogan, Langston Richter, Delane James (Library Director), Linda Hanson (Library Technician)

**CALL TO ORDER:** Mel called the meeting to order at 6:02 p.m. Sam joined the meeting at 6:04 and continued as chair.

**APPROVAL OF THE MINUTES:** A motion was made by Jayne to approve the minutes of the April 13, 2026 meeting, and a second was made by Langston. All in favor. The motion carried.

**REQUESTS TO BE HEARD:** None

**ELECTION OF OFFICERS (Chair, Vice Chair, and Secretary):** Kate nominated Sam for Chair. Sam consented. There were no further nominations. Gordon seconded the nomination. All in favor. The nomination was carried.

Gordon nominated Anneke for Vice Chair. Anneke consented to being nominated at the last meeting. There were no further nominations. Jayne seconded the nomination. All in favor. The nomination was carried.

Kate nominated Mel for Secretary. Mel consented. There were no further nominations. Jayne seconded the nomination. All in favor. The nomination was carried.

**APPOINT NEW SELCO BOARD MEMBER:** Gordon will contact the Friends of the Library to see if anyone would be willing to be the new SELCO Board member. This will be tabled until the next meeting.

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

- The library received a quote from Schindler Elevator to upgrade the library elevator. Schindler is part of a state-approved cooperative purchasing contract. The quote has come in over budget by about \$22,000. Delane took this proposal to City Council on May 12<sup>th</sup> and it was approved. The project will start in the fall of 2026.
- The exterior building restoration and sealants are complete. The ceiling repairs above the story time area and in the AV areas are also complete.
- Community Fun! Open Drum Circle featuring Mike Aturi, a former member of the Lovin' Spoonful, was held on April 16. Around 18 people were in attendance.
- Last week the mason and leaf-cutter bees arrived. The mason bees have been released, and the leaf-cutter bees are in a safe storage area until they are ready to be released.
- Bike to the Library Week is being held May 18-23<sup>rd</sup>. Ride your bike to the library and receive a small prize.

- The Friends of the Library is again sponsoring the Summer Library Program. This year's theme is "Plant A Seed, Read". The summer library program kicks off on June 5<sup>th</sup> at 10:00 a.m. with a performance by Mixed Nuts called Treasure Beyond Measure.
- On May 9<sup>th</sup> the Friends of the Library tabled at the Faribault Middle School Music Festival in Central Park and promoted the Friends and the library.
- Deni will be tabling at Faribault Public School's Community Unity Day on Friday, May 15<sup>th</sup> at the Middle School.
- Safe Summer Kickoff will be held on June 4<sup>th</sup> at North Alexander Park from 5-8 p.m. The library will be in attendance.
- Rice County Habitat for Humanity will be hosting "Habichat: where homeownership begins with community" at the library on Wednesday, May 20<sup>th</sup>, from 4-6 p.m. and Saturday, June 13<sup>th</sup>, from 1-3 p.m.

**TEEN ADVISORY BOARD REPORT:** Langston reported that the Teen Advisory Board talked about the Summer Reading Program, the social worker coming to the library once a month, and the release of the mason bees.

**SELCO REPORT:**

**SELCO Foundation** – Sam reported that the Foundation is currently in a rebuilding stage. They are in the process of recruiting more board members, organizing, and updating the website.

**SELCO Board** – Lisa was not in attendance. No report

**APPROVE 2026 SELS AGREEMENT:** A motion was made by Gordon to approve the SELS agreement, and a second was made by Mel. All in favor. The motion carried. The agreement will now go to City Council for approval.

**OTHER:**

1. **2027 budget** – Delane has a meeting with finance on May 18<sup>th</sup> for the 2026 budget, which the 2027 budget is based on. She is not expecting any big increases. The submission of the 2027 budget is due June 30<sup>th</sup>.

**NEXT MEETING DATE:** June 8, 2026, Great Hall (second floor)

**ADJOURNMENT:** A motion was made by Mel to adjourn the meeting, and a second was made by Kate. All in favor. The motion carried. Meeting adjourned at 6:32 p.m.

Transcribed by Linda Hanson.

Respectfully submitted,  
Melissa Kuhl (Secretary)



## Buckham Memorial Library Meeting Room Request Form

Library staff will keep a copy of the completed and signed form on file.

NAME OF ORGANIZATION REQUESTING THE ROOM: \_\_\_\_\_

Moms In Prayer

CHARGE PER SESSION (\$30.00) or NON-PROFIT AGENCY/GROUP (no charge)

CONTACT PERSON: Loei Bittenbender PHONE NUMBER 972-955-4730

MAILING ADDRESS: 1000 Shumway Ave Faribault, MN 55021

EMAIL ADDRESS: loei@lbpublicrelations.com

DATE OF MEETING: See Attached note w/ requested dates. NUMBER OF PEOPLE \_\_\_\_\_

START TIME: 10:30 END TIME: 11:30

ADDITIONAL NOTES:  A group of moms gather each Friday during the school year  
Organization agrees to the following: to pray for a shuttack St. Mary's school.

FURNITURE ARRANGEMENTS AND SETUP: Each organization is responsible for its own furniture arrangements and setup. Organizations may arrange furniture and set up for meetings only during regular Library hours.

REFRESHMENTS: Refreshments are permitted in the meeting rooms. No alcoholic beverages are allowed in Library meeting rooms or on Library premises. If refreshments are served, the organization is responsible for cleaning tables, chairs, and floors if needed. Any utensils, coffee pots, beverages, and refreshments must be provided by the organization. When an organization has arranged for catering, all supplies must be removed by the organization or picked up by the caterer on the same day as the reservation. Caterers may deliver and pick up supplies only during regular Library hours.

CLEAN-UP/DAMAGE: Organizations/persons using the meeting rooms are responsible for the supervision of the activity and its participants. Each organization reserving a meeting room is responsible for any and all damage to library property or equipment incurred during the use of the facility. It is the responsibility of the organization to arrange the room to its own specifications and then to clean up after the use of the room, generally leaving it as it was found. No helium balloons are allowed in the meeting room.

VACATING THE ROOM: All groups must vacate the meeting room no later than their agreed-upon end time.

SIGNATURE: L. Bittenbender DATE 5-13-05

PRINT NAME Loei Bittenbender

To: Buckham Memorial Library Advisory Board, c/o of the Library Director

From: Lori Bittenbender, Moms in Prayer

Thank you for the opportunity to request regular use of the Library Meeting Room.

Moms in Prayer is an organization where moms gather once a week to pray for their children and their schools.

Up to 4 moms will be gathering each week to pray for Shattuck St. Mary's School.

We are a quiet, respectful group. We use a prayer sheet to stay focused and timely.

We would use the room on Fridays during the school year at 10:30 am – 11:30 am.

We follow the school schedule and do not meet during school breaks.

Here are the dates we are requesting use of the room for the 2026/2027 school year:

September 4, 11, 18, 25

October 2, 16, 23, 30

November 6, 13

December 4, 11

January 15, 22, 29

February 5, 12

March 12, 19, 26

April 2, 9, 16, 23, 30

May 7

Thank you for your time and consideration,

Lori Bittenbender

Moms in Prayer Group Leader & Regional Coordinator

972-955-4730

## **Shared ILS Committee Policy Unauthorized Items in the Shared Catalog**

Occasionally, libraries may encounter questions about the legality, licensing, or availability of items being added to or circulating within the shared catalog. To protect libraries in the region from copyright and legal risk, certain materials are not appropriate for inclusion in the shared catalog.

Examples of materials that may not be added include, but are not limited to:

- Advanced Reader Copies (ARCs)
- Region-locked DVDs or Blu-rays
- Unauthorized copies of movies or television content (bootlegs)
- AI-generated materials without clear rights or licensing
- Materials not properly licensed by the intellectual property owner

### **Cataloging and Identification**

Libraries using SELCO's cataloging services follow [this policy and associated procedures](#).

Libraries that perform their own cataloging are expected to maintain internal policies that align with Shared ILS Committee expectations.

Libraries may also encounter questionable items during circulation or collection review. In these cases, the discovering library should contact the owning library to confirm whether the item is intended for circulation and appropriately licensed.

## Library Responsibilities

When a library identifies a questionable item:

- The discovering library should notify the owning library and request confirmation of status and intended circulation
- If the owning library chooses to circulate the item, it is recommended that the item be removed from the bibliographic record and replaced with an uncataloged item
  - This helps ensure patrons are not held financially responsible for materials that may not be properly licensed
- If that is not possible, the item should be set to non-requestable or restricted to local use only
- If the owning library does not make the necessary adjustments, the discovering library may submit a Help Desk ticket requesting restriction in accordance with Shared ILS Committee policy
  - SELCO staff will implement restrictions only when a library reports an item

For assistance identifying bootleg media, AI-generated materials, or for general collection development support, please contact the SELCO Help Desk.