



Our Vision

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

Our Mission

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

Meeting Announcement and Agenda Library Board Workshop

**Red Wing Public Library Foot Room, 225 East Ave., Red Wing, MN
Wednesday, February 11, 2026, at 6:00 PM**

- 1. Roll Call**
- 2. Workshop Items**
 - 2.A. November Meeting Date
 - 2.B. Board Calendar
 - 2.C. Committee Assignments
 - 2.D. Board/Commission Training
 - 2.E. Policy Revisions
 - 2.E.1. Memorial Fund Policy
 - 2.E.2. Fine Arts Policy
- 3. Adjournment**

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

November Meeting Date Staff Report

After approving 2026's meeting schedule (attached), I was informed that the new date of November 18, 2026 was unavailable. I spoke with Emily Mallon about other available dates.

The only other available dates for the Library Board's November Meeting are Tuesday, November 10th and Thursday, November 12th. Those dates would be available on the city's calendar and are being held for the Library. The Board would just need to choose one. Formal action would be taken in March, but I can notify Emily about the decided date after the Board reaches a consensus at the February workshop.

Alternate Date 1

Tuesday, November 10, 2026 @ 6:00pm

Alternate Date 2

Thursday, November 12, 2026 @ 6:00pm

Alternative

Cancel the November Board Meeting.

This is an option, but I would strongly recommend making the December workshop a special meeting instead of a workshop.



~ Library Board 2026 Regular Meeting and Workshop Schedule ~

The Red Wing Library Board regular meeting schedule will be at City Hall. The meetings will take place in the City Council Chambers beginning at 6:00 p.m. They will hold their regular workshops in the Foot Room of the Red Wing Public Library beginning at 6:00 p.m.

Regular Meeting at 6:00 p.m. Council Chambers, City Hall 315 W 4 th St., Red Wing, MN	Workshop at 6:00 p.m. Foot Room, Public Library 229 East Ave., Red Wing, MN
Wednesday, January 14, 2026	Wednesday, February 11, 2026
Wednesday, March 11, 2026	Wednesday, April 15, 2026
Wednesday, May 13, 2026	Wednesday, June 10, 2026
Wednesday, July 8, 2026	Wednesday, August 19, 2026
Wednesday, September 9, 2026	Wednesday, December 9, 2026
Wednesday, October 14, 2026	
Wednesday, November 18, 2026	

A quorum of the Red Wing City Council Members may be in attendance.

Please publish in the Republican Eagle government section.

Library Board Calendar Year

At every regular meeting (odd months denoted in gray), the Library Board will approve minutes from the previous regular and/or special meeting and the payment of bills from the previous two months.

Below is a schedule of when the Board and its committees meet throughout the year, with important actions and activities noted. The third column lists recurring library activities for the Board's reference.

Month	Board Activity	Recurring Library Activities
January	Library Board Regular Meeting <ul style="list-style-type: none"> Swearing In of Newly Appointed and Reappointed Members Election of Officers Approve Rules of Order (as is or approve Library-specific modifications) 	Cozy Up and Read (FOL)
February	Library Board Workshop <ul style="list-style-type: none"> Board and Commission Training Library Tour Long Range Planning Update Long Range Planning Committee Meeting	Cozy Up and Read (FOL) Harry Potter Book Night AARP Tax Aide
March	Library Board Regular Meeting <ul style="list-style-type: none"> Approve Rules of Order (as is or approve Library-specific modifications), if not done so in January Approve Minnesota Public Library Annual Report (MPLAR) 	Cozy Up and Read (FOL) AARP Tax Aide
April	Library Board Workshop	National Library Week Minnesota Author Tour (SELCO Legacy) AARP Tax Aide FOL Spring Book Sale PLA Conference (even-numbered years)
May	Library Board Regular Meeting	Minnesota Author Tour (SELCO Legacy)
June	Library Board Workshop Budget Committee Meeting	Summer Reading ALA Annual Conference
July	Library Board Regular Meeting	Summer Reading
August	Library Board Workshop	Summer Reading Storytime Break after Summer Reading
September	Library Board Regular Meeting <ul style="list-style-type: none"> Summer Reading Recap & Presentation Cancel October Workshop and call special meeting for Library Director's evaluation Director Evaluation Survey Begins	Banned Books Week
October	Library Board Special Meeting <ul style="list-style-type: none"> Library Director Evaluation Discussion Personnel Committee Meeting <ul style="list-style-type: none"> Library Director's Evaluation Summary 	FOL Fall Book Sale MLA Annual Conference
November	Library Board Regular Meeting <ul style="list-style-type: none"> Library Director's Evaluation 	
December	Library Board Workshop	Storytime Break mid-Dec to MLK, Jr. Day

2026 HOLIDAY SCHEDULE

Holiday closures for the Sheldon Theatre may vary depending on programming needs. All employees should check the Employee Handbook, labor agreement or discuss with supervisor for exact paid holidays.

New Year's Day	Thursday, January 1, 2026 <i>(all buildings closed)</i>
Martin Luther King Jr. Day	Monday, January 19 <i>(all buildings closed)</i>
Presidents' Day	Monday, February 16 <i>(all buildings closed)</i>
Memorial Day	Monday, May 25 <i>(all buildings closed)</i>
Juneteenth	Friday, June 19 <i>(all buildings closed)</i>
Independence Day observed	Friday, July 3 <i>(all buildings closed except the Library)</i>
Independence Day	Saturday, July 4 <i>(all buildings closed including the Waste Campus)</i>
Labor Day	Monday, September 7 <i>(all buildings closed)</i>
Veterans Day	Wednesday, November 11 <i>(all buildings closed)</i>
Thanksgiving Day	Thursday, November 26 <i>(all buildings closed)</i>
Day after Thanksgiving	Friday, November 27 <i>(City Hall, Community Development and Library closed, Public Works and Waste Campus office closed)</i>
Christmas Eve Day	Thursday, December 24 <i>(Waste Campus open until 11 am; City Hall, Community Development, Library and Public Works Office closed)</i>
Christmas Day	Friday, December 25 <i>(all buildings closed)</i>
New Year's Eve Day	Thursday, December 31 <i>(Waste Campus open until 11 am; City Hall, Community Development, Library and Public Works Office open)</i>
New Year's Day, 2027	Friday, January 1 <i>(all buildings closed)</i>

2026 Red Wing Public Library Committees

STANDING COMMITTEES

Budget

Joan Heineman, Chair
[vacant]
[vacant]

Fine Arts

Jacqueline West, Chair
Kim Emery
Natasha Yates

Long Range Planning

Catherine Friend, Chair
Amanda Motschke
Ron Skjong

Personnel

Natasha Yates, Chair
Jacqueline West
[vacant]

BY MEMBER

Kim Emery – Bequest, Fine Arts, Marketing
Catherine Friend – Bequest, Long Range Planning, Marketing
Joan Heineman – Budget
Amanda Mostchke – Long Range Planning
Ron Skjong – Long Range Planning
Jacqueline West – Bequest, Fine Arts, Marketing, Personnel
Natasha Yates* – Bequest, Fine Arts, Marketing, Personnel

**Board President acts as ex-officio on all committees*

AD HOC COMMITTEES

Bequest

Natasha Yates, Chair
Kim Emery
Catherine Friend
Jacqueline West
Megan Seeland (staff)

Marketing

Kim Emery, Chair
Catherine Friend
Jacqueline West
Natasha Yates

Board Training Now Available

The City of Red Wing has created an official board and commission video training series. It consists of six short videos, each ranging from 2 to 4 minutes. It takes about 15 minutes to watch them altogether. There is also a quick reference guide for each Board Member.

As part of the February workshop, I would like to present these videos so that the Board is fully prepared for the year. There is good information in these trainings whether you are new or have served on the Board or other Commissions for years. The purpose for this training is to remind members of the protocols of meetings and workshops, explain why we use Robert's Rules of Order, walk through the steps of voting, outline their roles and responsibilities, and explain Open Meeting Law.

The Board can also find all these resources on the City's website. Click on the Board and Commission icon and go to the page listed as Board and Commission Member Resources. Here is the direct link: <https://www.redwingmn.gov/1095/Board-and-Commission-Member-Resources>

Each Board and Commission will receive a new copy of Robert's Rules of Order, too. Ours should arrive before the workshop.

These training videos cover City responsibilities, and are in addition to training videos that SELCO and the Minnesota Library Association provides. Those videos are library-specific.

Good to Remember During Meetings

- Your group is like a choir, and the chairperson is the conductor. The chair facilitates & keeps things on track.
- A quorum is a majority of members, and a quorum must be present for a meeting to begin.
- Be present, early, respectful & curious. Raise your hand and get recognized by the chair before speaking.
- The chair can make motions, debate, and vote. The chair should ask for others' opinions before their own.
- The City uses Robert's Rules of Order to guide meeting procedures. The eight steps of voting include (1) Make a motion; (2) Second the motion if desired; (3) Chair states the motion; (4) Debate; (5) Chair restates the motion; (6) Group votes; (7) Chair counts the votes; (8) Chair announces the result.

Motion	What It Means	Needs 2nd	Debate-able	Amend-able	Who Decides If Motion Gets Approved
Main Motion	Introduces business.	Yes	Yes	Yes	Majority of members in attendance
Amend a Motion	Offers change(s) to a motion.	Yes	Yes	Yes	Majority of members in attendance
Amend an Amendment	Offers change(s) to an amendment.	Yes	Yes	No	Majority of members in attendance
Move the Previous Question	Proposes that the group immediately end all debate and vote.	Yes	No	No	Two-thirds of all members in attendance.
To Postpone	Proposes delaying discussion and action until a specific time and date, or until later in the meeting.	Yes	Yes	Yes	Majority of members in attendance
To Lay on the Table	Proposes deferring action due to an unexpected or urgent interruption or event. Should be used rarely. The item does not automatically return.	No	No	No	Majority of all members in attendance.
To Take from the Table	Offers to consider a tabled motion.	Yes	No	No	Majority of all members in attendance
To Refer to Committee	Offers to refer item to a committee of your group for further study.	Yes	Yes	Yes	Majority of members in attendance.
Point of Order	Stated to correct an error in meeting procedure, or to ask a question.	No	No	No	Chair decides.

COMMON INTRODUCTION PHRASES

- "I make a motion that..."
- "I move to amend the motion by..."
- "I move to amend the amendment by..."
- "I move the previous question."
- "I move to postpone this item until [*name a specific time and date*]."
- "I move to lay this item on the table."
- "I move to refer this item to the ____ committee."
- "Point of order."

How and When You Discuss Issues Coming Up for a Vote

Minding these do's and don'ts helps keep our government open and trustworthy.

OPEN MEETING LAW: WHAT IS IT?

- A law requiring that the work of public bodies be conducted openly and in public.
- Found in Chapter 13D of the Minnesota Statutes.
- Its purpose is to keep government business open and transparent to the public.
- Includes City Council and city boards and commissions.

HOW DO I FOLLOW IT?

Be Mindful of Business Conversations Outside of Meetings & Workshops

- Outside of a public meeting or workshop, do not discuss items coming up for a vote with a quorum (majority) or more of members.
- You CAN chat about non-business items with a quorum or more. But beware: That can accidentally lead to business talk. If so, stop and get back to other non-business topics.

Avoid Serial Communications in Emails & Texts

- Group emails or texts can inadvertently lead to an online chat about business with more than a quorum of members. In effect, this is a meeting outside of the public eye.
- To avoid this, do not email your whole group at one time or "reply all" to emails from your staff liaison.

EX PARTE COMMUNICATION: WHAT IS IT?

- It happens when one member gathers more information than other members about a specific application coming up for a vote. Often this happens through one-on-one talks, meetings, or emails.
- This rule applies **only** when a board or commission will be acting "quasi-judicially," meaning the group will be deciding whether an applicant meets set standards.
- Examples are when the HPC will be voting on a design review and when the APC will be voting on a zoning variance or conditional use permit. City Council must also follow this rule.
- Rule doesn't apply to many groups; you can still talk with individual residents about general concerns, etc.

HOW DO I FOLLOW IT?

- Do not meet or correspond with someone on your own if they have a pending application. They should speak to the full group at a meeting, presentation, or workshop. Ask them to contact your staff liaison or other city staff.
- If someone reaches out to you in this situation, politely stop the conversation and explain that details need to come to the whole group. Then disclose any information you learned to your staff liaison and/or at the next meeting.

KEY TAKEAWAY: The best place to learn about and discuss an issue coming up for a vote is at a city meeting or workshop, which is open to the public. That way, a quorum of your members is present, and all members will have the same information as they decide how to vote.

Use of Donations and Memorials Given to the Library

Donations and memorials given to the Library are for the betterment of the Library and not for operating expenses.

Memorials and bequests that the Library receives will go into the Red Wing Public Library Memorial Fund at the City until the wishes of the Library can be reviewed. Funds in the Memorial Fund should not exceed \$50,000. Any amount over \$50,000 should be transferred annually to the Saint Paul & Minnesota Foundation by the Library Board at its March meeting.

12/2001

Commented [BD1]: This combines the two statements in the following policy for clarity.

Red Wing Library Memorial Fund

"The Memorial Fund should be kept in the range of \$25,000 to \$50,000. The amount over \$50,000 should be transferred annually to The Saint Paul Foundation by the Library Board at its March meeting."

Memorials and bequests that the Library received will go into the library memorial fund at the City until the wishes of the Library can be reviewed and the amount over \$50,000 included in the annual transfer in March of each year.

08/2002

Use of Donations and Memorials Given to the Library

Materials

Any donated materials will be evaluated on a case-by-case basis. Further details can be found in the Library's Collection Development Policy.

Monetary Donations

Donations and memorials given to the Library are for the betterment of the Library and not for operating expenses. They may be classified as Designated, Undesignated, or Capital, based on the donor's intent.

Memorials and bequests that the Library receives will go into the Red Wing Public Library Memorial Fund at the City until the wishes of the Library can be reviewed. Funds in the Memorial Fund should not exceed \$50,000. Any amount over \$50,000 should be transferred annually to the Saint Paul & Minnesota Foundation by the Library Board at its March meeting.

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Designated

Donations and bequests with a specific purpose (i.e. audiovisual materials, adult programming, children's literature, etc.) shall be classed as Designated and the Library will strive to use those funds for the intended purpose.

Undesignated

Donations and grants with no specified purpose other than general support of the library shall be classified Undesignated and received as donations into the Library's funds.

Capital Fund

Donations and grants with a specified purpose of library expansion, library construction, or major remodeling shall be classified as Capital Fund and deposited into a designated fund at the Saint Paul & Minnesota Foundation.

12/2001

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08/2002

RED WING PUBLIC LIBRARY

FINE ARTS POLICY

FINE ARTS COMMITTEE - PURPOSE: To recommend policies for storing, protecting and/or displaying art objects that have been donated or otherwise transferred to the Library. Such policies shall include criteria for accepting art objects.

Fine Arts Display Policy and Purpose

The Red Wing Public Library has a collection of visual art and sculpture acquired through purchases and donations. Exhibiting this art is part of the library function as an intellectual and cultural resource for the community. Displays are a means by which the public can visually share experiences and appreciate local history and culture, and also provide an important aesthetic element to the library's environment.

Gift Policy

Fine art may be accepted if specifically related to library objectives and mission. Since space for display of fine art is limited, gifts of fine art should be encouraged only as they meet the needs of the Library. Donations are initiated by the donor by filing out the donation form (see attached) and presenting it to the Library Director. These donations will be considered on an individual basis by the Fine Arts Committee of the Red Wing Public Library Board. The library honors request made by donors who give money to the Library with express wishes for its use towards the purchase of fine art and will make every effort to accommodate those wishes.

The Library Board will appoint a standing Fine Arts Committee which will meet as needed to consider acceptance of donations and to review fine arts display policies. The committee will consist of 2 to 3 Board members and 1 library staff member. The committee may consult with community members who have recognized expertise in the field of fine art. The committee will make recommendations to the Library Board which will make final decisions.

The Fine Arts Committee will use the following criteria in recommending acceptance of fine art gifts or the purchase of fine art with gifts of money. The committee must also be guided by any resolutions adopted by the City Council regarding acceptance of gifts (see attached).

One or more of the following criteria must be met:

1. Significance of the work.
2. Importance of the work for the Red Wing community.
3. Artistic merit.
4. General appropriateness for a Library.
5. Ability to provide necessary maintenance or preservation conditions.
6. Relation to Library objectives and mission.

The Library retains full rights of ownership and reserves the right to retain gifts for any length of time and to relinquish any gift in a suitable manner, either by selling or transfer of ownership. The Library may also lend a work to another institution or organization. Some of the considerations for relinquishment may be: the object is too valuable to afford insurance, the object no longer fits in with the Library's objectives and mission, ~~or~~ changes in space available for display, or lack of interest and use by the community. Gifts with restrictions as to permanence and/or display location will not be accepted.

All donations to the Library are tax deductible, however, the Library assumes no responsibility to appraise donations. All donations are considered permanent, outright, unconditional gifts to be used at the sole discretion of the Library.

Display Guidelines

The use of available space for display and changes made regarding works displayed will be determined by the Library Director in conjunction with library staff and with consideration of Fine Arts committee suggestions.

Among the elements to be considered are:

1. Composition
2. Security
3. Size of work
4. Appropriate physical environment (humidity, temperature, lighting, etc.)
5. Physical condition of the work and its suitability for display

Each art object should be displayed at least once during each two-year period. The Director and staff will determine the location and duration of each display. A catalog of showings will be kept by the DirectorLibrary.

Security

An opinion of the City Attorney assures that art objects will be covered under the library insurance policy. If however, an item is of great value that would necessitate purchasing an additional policy, that should be a part of the decision to accept it. Art objects not on display must be stored in a locked-secured room.

Definitions

1. ART OBJECT: An original painting, drawing, sculpture, print, or other handmade or handcrafted item that has aesthetic, cultural and/or monetary value.
2. PRINT: An original reproduced by hand in limited quantities to paper, fabric, or other surface and distinct from mass-market reproductions.
3. HAND CRAFTED: Includes paper, needlework, textiles, decorative metalwork, jewelry, baskets, pottery and similar objects that have aesthetic, cultural and/or monetary value.
4. PROTECTION OF ART OBJECTS: The act of physically preserving and/or maintaining them so their intrinsic value does not deteriorate.