

**Red Wing Library Board of Trustees
Library Board Workshop
Red Wing Public Library Foot Room
February 11, 2026**

Library Board President Natasha Yates called the meeting to order at 6:04 p.m.

1. Roll Call

Members Present: Library Board President Natasha Yates; Jacqueline West, Ron Skjong, Joan Heineman, and Kim Emery

Members Absent: Amanda Motschke (Excused), Catherine Friend (Excused)

Others Present: Dan Brower, Library Director

2. Workshop Items

A. November Meeting Date

Library Director Brower stated that the Board had previously selected an alternate November meeting date, but it was not placed on the calendar. As a result, a new date is needed. Staff is holding on November 10 or November 12 at 6:00 p.m.

01:33 Jacqueline West expressed a preference not to meet on Thursday.

Board consensus was reached to hold the regular November meeting on November 10 at 6:00 p.m.

B. Board Calendar

Director Brower presented the new 2026 Board calendar. He noted that an update on the Long-Range Plan will be provided at the April workshop. The 2026 holiday schedule was also included in the packet. He highlighted that July 4, 2026, falls on a Saturday and the library will be closed that day.

05:09 Kim Emery asked about traffic during the July 4 time period. Director Brower stated that when the holiday falls on a weekend, traffic is typically slower. When it falls during the week, activity generally remains steady. He added that summer months are busy overall, even on slower days.

C. Committee Assignments

Director Brower noted that Member Heineman is currently the only member serving on the Budget Committee. He commented that there is one opening on the Personnel Committee and that all present Board Members are serving on at least one Committee.

Director Brower suggested that committee assignments be revisited in March after new members are appointed to better understand their interests.

07:07 Jacqueline West noted that during their time on the Committee, there was rarely anything to report and questioned whether it could function as an ad hoc committee rather than a standing Committee.

07:42 Jacqueline West shared that they had served on the Committee for four to five years with no items requiring action.

08:10 Jacqueline West commented that now the Committee is making sure there is enough to check out and refreshing the collection. 08:18 Natasha Yates stated that the Fine Arts Committee is not responsible for the library collection or a part of those discussions.

Director Brower stated that the Board could designate the Fine Arts Committee as ad hoc. He noted that other Committees remain necessary. If a significant donation were received, the Board could canvass Members to determine interest in serving temporarily. Director Brower will confirm procedural considerations and provide an update at the March meeting. He also noted there will be no budget work before then.

Member Heineman shared that when asked to serve on the budget Committee, she had concerns about capacity, but was reassured that there would be no math required, which has proven to be the case.

D. Board and Commission Training

Director Brower informed the Board that training materials are available on the City website, including quick-reference PDFs regarding Open Meeting Law, ex parte communications, and meeting procedures.

Director Brower shared several short training videos produced by the City of Red Wing, including an overview of boards and commissions, meeting and workshop procedures, main motions, and the eight steps of voting, how to amend a motion, and the roles and responsibilities of board and commission members and chairs.

Board Members commented positively on the quality of the videos.

Director Brower highlighted that the video on roles and responsibilities was particularly important regarding communications. He noted that additional guides and policy links are available and that he can share further training materials upon request.

Director Brower discussed a recent Minnesota law allowing Board Members to attend meetings virtually, provided the necessary technology is in place to ensure clear communication. He stated that while in-person meetings are preferred, the Board has the technological capability to accommodate virtual participation.

Director Brower noted that the 2026 Board and Commission Rules and Policies will be discussed further in March after Council adoption.

E. Policy Revisions

2.E.1. Memorial Fund Policy

Director Brower explained that the Red Wing Public Library Memorial Fund Policy was drafted after reviewing policies from other libraries. The proposed revision combines guidance on memorial funds and donations into one clear and concise document.

Director Brower discussed options for designating funds and how memorials and donations may be structured. He emphasized the goal of being proactive rather than reactive, noting that other libraries are increasingly adding fund designations.

45:03 Natasha Yates asked whether AHERN funds could be used to pay for staffing. Director Brower stated that, per the City Charter, donated funds cannot be used for ongoing operational needs such as staffing.

45:44 Natasha Yates commented that the challenge is having financial flexibility but limited staffing capacity. Director Brower clarified that while the library is not "swimming in money," it does have flexibility in certain funding areas.

46:17 Kim Emery asked whether undesignated funds could be reallocated for major construction or expansion projects. Director Brower confirmed that the Board has the authority to move undesignated funds through a simple motion. He noted that AHERN is a provisional fund rather than a granting fund.

Board consensus was support for the policy draft, with formal action to be taken at the next meeting.

2.E.2. Fine Arts Policy

Director Brower noted that Library Board President Yates had previously provided a marked-up copy of the Fine Arts Policy. Since no formal action was taken at that time, Director Brower made minor revisions, discussed Policy changes, and the history of the Board.

55:56 Natasha Yates stated they don't have strong feelings as to whether to convert the Fine Arts Committee to an ad hoc Committee, but asked for a Member on that Committee to weigh in.

56:07 Jacqueline West expressed support for that change.

Director Brower affirmed and stated that the Board can put together an ad hoc Committee as needed.

57:03 Kim Emery commented that the Policy language requires that each art object be displayed once every two years. She asked whether that requirement was overly prescriptive. Director Brower suggested revising the language to state, "to display as time and space allow", providing greater flexibility.

57:51 Jacqueline West asked if the sentence could be removed altogether. The Board agreed. Director Brower commented that he is supportive of the removal.

59:25 Kim Emery asked where the policy will be located. Director Brower stated that it is currently difficult to find on the website, but a new webpage consolidating all policies will be launched.

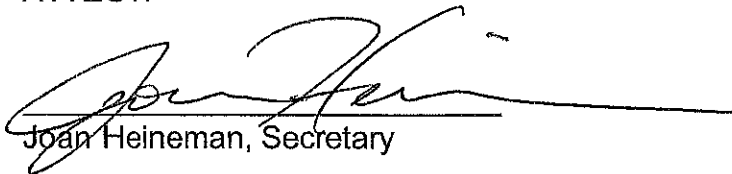
1:01:07 Kim Emery asked when the new webpage will launch. Director Brower stated the website transition will occur on February 17, and the URL will remain the same.

01:02:46 Natasha Yates asked whether the City has finalized an ADA policy. Director Brower stated that it has not yet been completed. He has requested interim language from the City Attorney that the library could adopt while waiting for the City's final policy, but has not yet received it. If received before the March meeting, he will share it with the Board.

3. Adjournment

The meeting adjourned at 7:08 p.m.

ATTEST:



Joan Heineman, Secretary