

Buffalo Library Board Agenda

Meeting: Wednesday November 12, 2025

Place: Buffalo Public Library

Time: 6-7 PM

Call to Order

Welcome

Agenda additions or deletions

Approval of August minutes – print and sign

Financial report

Librarian report

- **New staff at our library**
- **New Executive Director**

Patron Services Supervisor report

City Council report

New Business

Mary Murphy facility grant 2026?

Board incentive

- **citizen academy**
- **expand the star party**
- **create community/library outreach event**

Future board initiatives

Items for the next meeting?

- **Board positions**

Next meeting- date and time

Adjourn

Buffalo Library Board Meeting Minutes

Date: Tuesday, August 12, 2025

Time: 6:00 PM

Location: Buffalo Public Library

Call to Order

The Library Board meeting is called to order at 6:00 PM.

Present: Amelie, Denise, Duane, Jami, Jeannette, Julia, Katie, Lee, Sheila, Taylor

Approval of Minutes – May 13, 2025

Jami moves to approve the minutes from the May 13, 2025, meeting as presented. Julia seconds.

Motion passes unanimously.

Financial Report – Katie

Discussion is held regarding replacing the damaged library sign with a new electronic sign in 2027.

Librarian's Report – Katie

See attached report regarding updated patron statistics and the success of the Summer Reading Program.

Maintenance of Effort Funds (MOE):

Completed Projects: Replacement of water fountain; installation of updated automatic doors to improve accessibility throughout the library.

Upcoming Projects: Acquisition of a new microfilm reader and purchase of recent (2007 onward) Wright County Journal Press microfilm rolls.

Katie notes that the current microfilm reader is obsolete, with no replacement parts or ink available. Two replacement options are presented (see attachment). The Wright County Journal Press microfilm rolls from 1888–2007 are already in the library's collection; the remaining 2007–present rolls are completed and ready for purchase.

Jami moves to allocate 2025 MOE funds toward the purchase of the ScanPro 2500 microfilm reader and the Wright County Journal Press microfilm rolls. Duane seconds.

Motion passes unanimously.

Patron Services Supervisor Report – Jeannette

See attached report.

City Council Report – Jeannette

The City Council is focused on the installation of fiber internet and renovations to the new community center. Updates are available on the City of Buffalo's website.

Old Business

1. Old Wright County Government Center – Demolition and New Development – Lee

Lee, Parks & Recreation Director, presents a proposed concept from an interested developer for

the land formerly used for the Wright County Government Center. The Library Board requests that the design include outdoor gathering space for storytimes, performances, and other community events. Lee states that library parking will not be affected by the development at this time. Katie requests that light pollution be considered in lighting choices to support nighttime programs, such as the Star Party presented by the Bell Museum. Demolition of the site is anticipated in late winter or early spring 2026.

2. Library Groundskeeping – Lee

Lee clarifies roles related to library groundskeeping. Library property will be considered a city park for maintenance purposes and will receive the same level of care as other city parks. Volunteers, such as The Friends of the Buffalo Library, may assist as desired, but oversight remains with the Parks & Recreation Department.

Chain of Communication: Any patron concerns regarding groundskeeping should be directed to the Library Services Coordinator, who will bring them to the Board President, who will in turn communicate with the Park Superintendent.

Jami moves to adopt the new chain of communication regarding groundskeeping.
Amelie seconds.
Motion passes unanimously.

New Business

1. Meeting Policy – Taylor

Taylor, City Administrator, presents the “Promote Participation in City Council Meeting Policy” (see attachment). The Library Board determines there is no current need to implement the policy but will revisit the topic if circumstances change. Current board bylaws do not conflict with the new policy.

2. Citizens Academy – Katie

The library, community center, and community education programs will collaborate to coordinate a Citizens Academy. The first planning meeting will be held in September, with a target program launch in late fall 2025 or early spring 2026. Discussion will continue at the next board meeting.

3. Friends of the Library Open House – Denise

Denise announces the Reading Garden Celebration, sponsored by the Friends of the Buffalo Library, will be held Thursday, August 14, from 5:00–7:00 PM. All are welcome to attend.

4. Mobile Stage – Lee

Lee informs the board that the new mobile stage will be available for library events, such as Climb Theatre performances.

Next Meeting

The next Library Board meeting will be held on Wednesday, November 12, 2025, at 6:00 PM. The meeting is moved from Tuesday, November 11, due to Veterans Day.

Adjournment

Sheila moves to adjourn the meeting at 7:13 PM. Amelie seconds.
Motion passes unanimously.

President

Secretary

DRAFT