

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
DECEMBER 22, 2009**

1. CALL TO ORDER

The meeting was called to order by Buckridge at 6:30 p.m. in Library Meeting Room, 1006 Birch Street NE

2. ROLL CALL

MEMBERS PRESENT:

Furrer, Buckridge, Rud (absent for middle of meeting), Matchinski

MEMBERS ABSENT:

Zellner

STAFF PRESENT:

City Administrator Joel Erickson

Library Coordinator Diana Tallent

OTHERS PRESENT:

None

3. APPROVAL OF AGENDA

A motion was made by Rud to approve agenda; seconded by Matchinski. Vote for: Rud, Buckridge, Matchinski, Furrer. Against: None. Vote: 4-0. Motion carried.

4. APPROVAL OF THE MINUTES

A motion was made by Rud to approve minutes from November 18, 2009 regular meeting; seconded by Furrer. Vote for: Rud, Buckridge, Matchinski, Furrer. Against: None. Vote: 4-0. Motion carried.

5. PUBLIC HEARINGS

None

6. PRESENTATION OF CITIZENS PETITIONS AND COMMENTS – COMMENTS LIMITED TO TWO (2) MINUTES

None

7. APPROVAL OF THE CONSENT AGENDA

The items listed on the Consent Agenda are considered routine and non-controversial and are to be acted upon by the Board in a single motion. There will be no discussion of these items unless a Board Member or citizen so request, in which event the item will be removed from the Consent Agenda and considered during the New Business.

None

8. FINANCIAL REPORT

Tallent presented an up-to-date expenditures report. Only item questioned was amount spent on DVDs, and Tallent confirmed that the amount was correct. A motion was made by Buckridge to approve the expenditure report; seconded by Matchinski. Votes for: Matchinski, Furrer, Buckridge. Votes against: none. Votes: 3-0. Expenditure report approved.

9. LIBRARY COORDINATOR'S REPORT

Tallent updated the Board on all of the work that has been done so far in preparing for the opening of the library. Note was made to ensure the contractors change the plumbing plates to even with the wall, to allow for shelving to be placed flush against the wall. Hopeful install date for the shelving will be January 5, but Tallent and Erickson have been unable to get a firm date commitment from installer. Also, library received a donation of a 2007 Encyclopedia Britannica, and Northfield Public Library donated a copy of The Physician's Desk Reference. Both of these donations saved the library money, as they are each rather costly to purchase. A motion was made by Furrer to accept the Library Coordinator's Report; seconded by Matchinski. Votes for: Matchinski, Furrer, Buckridge. Votes against: none. Votes: 3-0. Coordinator's report approved.

10. COMMITTEE REPORTS

None

11. OLD BUSINESS

- a. Tallent and Erickson met with Shaver family recently, and everything is going well. The juggler, Tuey Wilson, is on board. Marilyn at Villages of Lonsdale will let Erickson know if the juggler could use the foyer of the Villages for his show, rather than the meeting room. The foyer would work better due to the higher ceiling. The Villages will provide coffee, water, and punch for the celebration. Baskets are still being solicited for the silent auction by various board members. As far as advertisement for the celebration, the Shaver family will create posters to put up around town approximately 2 weeks before the opening date.
- b. Buckridge has the Friends of the Library brochures nearly complete. They will be ready to go for the Grand Opening. Erickson will look into what papers are needed for the group to obtain tax-exempt status, so that it can fill them out immediately upon formation of the group. Dues for the Friends of the Library were discussed, and Buckridge is going to look into what other local libraries use for their yearly dues. Some discussion was made about different levels of dues pertaining to different levels of participation – ex: the more dues you pay, the less you will be expected to participate in.
- c. At the November 18, 2009 meeting, the board approved \$5000.00 for the purchase of computers. Tallent was able to purchase 4 public and 1 staff workstation PC, 1 laptop, and 5 monitors from SELCO within this budget.

- d. As discussed in previous meetings, a gift of a t-shirt and/or tote bag could be made upon new membership in the Friends of the Library. A sample of the T-shirt was present at the meeting, and everyone really liked it. A sample of a tote bag was also present, and equally liked. It was agreed upon that the navy blue shirt with the word "Read." In white letters was preferred. The T-shirts would be in various sizes. For the canvas tote bag, a cream bag with navy handles and navy print, which includes a graphic, the name of the library, and the phone number of the library was preferred. Both would also be for sale at the grand opening. A motion was made by Matchinski to purchase 100 of each; seconded by Buckridge. Votes for: Buckridge, Matchinski. Votes Against: None. Furrer abstained from voting. Votes: 2-0. The order will be placed for 100 T-shirts and 100 bags.

12. NEW BUSINESS

- a. Tallent explained the amount of work involved in getting the books she currently has ready to be shelved. She proposed hosting two "parties", where volunteers can be set up assembly-line style to do necessary work with the books, such as adding barcodes, covering book jackets, and labeling the spines of the books. Tallent and board members decided upon two Saturdays, January 2 and January 9. Times will be determined by Tallent later, but will most likely be no longer than 3 hours. Tallent asked the board to approve an expenditure of no more than \$100 per party to cover snacks and beverages for the volunteers. Furrer motioned to approve the dates and expenditure request for the processing parties; seconded by Matchinski. Votes for: Matchinski, Furrer, Buckridge. Votes against: none. Votes: 3-0. Motion passed.
- b. Tallent, Erickson, and Rud interviewed several candidates for the Clerk position. It was their recommendation that the board extend a conditional job offer to Kym El-Walli for the Clerk position. Furrer motioned to accept the recommendation, and offer the Clerk position to El-Walli; seconded by Buckridge. Votes for: Matchinski, Furrer, Buckridge. Votes against: none. Votes: 3-0. Motion passed. Erickson to contact El-Walli and offer position.
- c. Tallent, Erickson, and Rud interviewed several candidates for the Shelver position. It was their recommendation that the board extend a conditional job offer to Deanna Jones for the Shelver position. Furrer motioned to accept the recommendation, and offer the Shelver position to Jones; seconded by Rud. Votes for: Matchinski, Furrer, Buckridge, Rud. Votes against: none. Votes: 4-0. Motion passed. Erickson to contact Jones and offer position.
- d. Original opening date was scheduled to be January 18, 2010. Tallent pointed out that the date is Martin Luther King Day, and that it is also a Monday, and the library is planning on being closed on Mondays. With these facts in mind, Tallent requested the board approve to move the opening day of the library to Tuesday, January 19, 2010. Furrer motioned to accept the opening day date change from January 18 to January 19; seconded by Matchinski. Votes for: Furrer, Rud, Matchinski, Buckridge. Votes against: none. Votes: 4-0. Motion passed. New opening date of the library is January 19, 2010.

- e. A list of contact information for all the board members was passed around at the meeting, and changes, if any, were made. Tallent will update the information on a master list and then e-mail it out to the board members.
- f. Three applications have been received for the two open board positions. Erickson, Rud, and Furrer to conduct interviews early next week. New board members will be present for the January library board meeting.
- g. An American flag has been donated by the American Legion Auxiliary. Flag should be in by time of opening. Tallent to contact paper for a photo opportunity.
- h. Animal pillows for children's section are backordered until mid-January. Furrer to continue to contact them, hoping to move up the shipping date.
- i. Lion's organization volunteered to assist Tallent with any projects she may need done. Tallent suggested asking them to help with the processing parties.
- j. Due to the opening and grand opening celebration next month, the monthly meeting has been moved to Wednesday, January 13, 2010 at 6:30 pm. The change of date will allow the board to deal with any issues that may come up before the library opens.

13. ADJOURNMENT

Motion made by to adjourn meeting by Matchinski, seconded by Zellner. Vote for: Zellner, Buckridge, Matchinski, Furrer. Against: None. Vote: 4-0. Motion carried. Meeting was adjourned at 8:40 p.m.