

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
October 17, 2012**

1. CALL TO ORDER

The meeting was called to order by President Matchinski at 6:32 p.m. in the Library Large Meeting Room, 1006 Birch Street NE.

2. ROLL CALL

MEMBERS PRESENT: Furrer, Kodada, Langer, Matchinski,

MEMBERS ABSENT: Boyda

STAFF PRESENT: Diana Tallent, Library Director; Joel Erickson, City Administrator;

VISITORS PRESENT: None

3. APPROVAL OF AGENDA

Motion by Furrer to approve the agenda, 2nd by Langer. Motion carried 4-0.

4. APPROVAL OF THE MINUTES

Motion to approve amended minutes by Langer, 2nd by Furrer. Motion carried 2-0 with Furrer and Kodada abstaining as they were not present at the September 19, 2012 meeting.

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

The Board reviewed the Financial Report. Tallent confirmed that the advertising expense of \$238.25 recorded in this month's report was for advertising in the Lonsdale News and Review and the Northfield News for the Circulation Clerk position. Motion to approve by Kodada, 2nd by Furrer. Motion carried 4-0.

9. COMMITTEE REPORTS

None

10. DIRECTOR'S REPORT

Tallent reported the Lonsdale Public Library (LPL) would receive a 2.5% increase in funding from Rice County for CY2013.

The three Rice County libraries have entered into a shared subscription agreement with Zinio, a digital magazine platform that allows unlimited access for the digital magazines to which the libraries elect to subscribe. The LPL is covering \$500 of this annual \$2,500 subscription agreement.

Tallent and Jenni Geist attended the Minnesota Library Association's annual conference at the River Center in St. Paul. Tallent is currently blogging about the experience and ideas she received at the conference.

Tallent's email has been successfully migrated to the Google platform. The remainder of the LPL will be converted on Monday, October 22nd. Library staff email addresses will not change as a result of this migration.

Michael Hall, a 2011 Minnesota Book Award winner for his children's book *My Heart is Like a Zoo* will be making an author tour visit to the LPL on October 20th at 1:00 p.m. This visit is supported by Legacy Amendment funding.

11. OLD BUSINESS

Tallent presented the LPL Board with a memo summarizing the interview panel's recommendation for the circulation clerk vacancy. The interview panel recommends to the LPL Board that Darlene Smisek be promoted to the position of Circulation Clerk. The Board discussed the recommendation and Langer shared her views and scores from all three candidates that were interviewed. Kodada questioned Tallent about previous comments she has made about Smisek's abilities and skills. Tallent expressed her belief that Smisek would perform the job well and that Smisek has already learned some of the skills necessary to perform the new position. Furrer questioned Tallent on how Smisek could have improved so much in a short amount of time. Tallent indicated that she was initially probably a little harsh on Smisek reflecting her own perfectionist tendencies. Matchinski questioned how long it would take for Smisek to be fully trained. Tallent indicated she was nearly fully trained already. The Board discussed the unprofessional behavior that Smisek exhibited both during and following the August 15, 2012 LPL Board meeting. Penny asked if that behavior had been questioned or corrected by Tallent. Langer informed the Board that following the interview process she requested that Diana speak with Smisek about the behavior and also questioned Tallent about whether this behavior had ever been exhibited around patrons. Tallent assured the Board that Smisek has always behaved professionally around patrons and that Smisek let her emotions control her behavior on the night in question. Furrer and Kodada expressed concerns about promoting someone so soon following such an incident. Langer disagreed indicating that in her opinion everyone has had similar moments in their lives and rewarding Smisek's loyalty and dedication to the LPL should be taken into consideration when making such a decision.

Langer made a motion to offer the Circulation Clerk position to Smisek placing her on a one-year probation period to assuage the other LPL Board members' fears about her ability to perform the job. Matchinski seconded the motion affirming the proposed plan

for a one-year probationary period. Matchinski and Langer voted in favor of the motion. Kodada and Furrer voted in opposition. The motion failed 2-2.

Kodada made a motion to re-advertise for this same position in the Lonsdale News and Review, the Montgomery Messenger, the New Prague Times, and the Times Extra. Langer expressed her concerns about devoting more of the LPL's budget toward advertising when the first round of advertising produced three candidates that were likely all acceptable candidates for the position. Langer recommended that the LPL board members that did not participate in the original interview panel interview the other two candidates thereby saving the need to expend more LPL funds on advertising. The other members concluded that all of the original candidates could be included in the second pool of applicants along with any additional applicants the new round of advertising produced. Furrer seconded Kodada's motion to re-advertise for the Circulation Clerk Position. Furrer and Matchinski voted in favor of the motion. Langer voted in opposition. The motion passed 3-1.

Tallent will advertise in the publications identified in the motion for a similar time period as was previously done in the LNR and Northfield News.

12. NEXT MEETING DATE

The next meeting will be held Wednesday, November 14, 2012 @ 6:30 p.m. in the large meeting room. The Board intends to interview the Circulation Clerk candidates at this time, if the selection process is able to proceed in a manner that will allow for this to take place.

13. ADJOURNMENT

Motion by Langer, 2nd by Kodada to adjourn. Motion carried 4-0.
Meeting adjourned at 7:52 p.m.

Submitted by
Patricia Langer
Secretary