

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD**

October 28, 2015

1. CALL TO ORDER

The meeting was called to order by President Furrer at 6:34 pm in the large library meeting room, 1006 Birch Street NE

2. ROLL CALL

MEMBERS PRESENT: Cindy Furrer, Mary Ray Jirik, Deanna Fosness, Lynn Hargreaves

MEMBERS ABSENT: Amanda Motz

STAFF PRESENT: Marguerite Moran

VISITORS: Joel Erickson

3. APPROVAL OF AGENDA

A motion was made by Fosness to approve the agenda and seconded by Hargreaves. Voted for: Furrer, Fosness, Jirik and Hargreaves. Against: None. Motion carried 4-0.

4. APPROVAL OF THE MINUTES

A motion was made by Furrer to approve the revised minutes for the September 16 meeting and seconded by Hargreaves. Voted for: Furrer, Fosness, Jirik, and Hargreaves. Against: None. Motion carried 4-0.

5. PUBLIC HEARINGS

None

**6. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS-
COMMENTS LIMITED TO TWO (2) MINUTES**

None

7. APPROVAL OF THE CONSENT AGENDA

None

8. FINANCIAL REPORT

A motion was made to approve the financial reports as presented for September 2015 by Hargreaves and seconded by Fosness. Voted for: Furrer, Fosness, Jirik and Hargreaves. Against: None. Motion carried 4-0.

9. COMMITTEE REPORTS

None

10. DIRECTORS REPORT

- Signed new contract with Ricoh for copier/printer lease.
- Staff attended OSHA training.
- Presented budget requests at County Board meeting. Have not heard back on a decision.
- MLA – Darlene and Marguerite attended event in St. Paul. Very valuable! Got a lot of great ideas. Developed a longer-term goal for the library of increasing local history collections (e.g. by scanning scrapbook collections), etc.
- Halloween party happened yesterday. Last year we had 28 people, this year we had 69 people. Huge increase! Tuesdays are the day! Kids and adults came in costume. Had crafts, puzzles, scavenger hunt, spooky pictures, story time.
- Put in application for Green Team.
- Friends of the Library meeting is scheduled for November 5th at 6:30pm. Will also put this in Lonsdale Happenings to try to boost attendance.

11. OLD BUSINESS

- None

12. NEW BUSINESS

- Staff Salary Discussion – Per Joel Erickson, Library employees are employees of the City of Lonsdale. Used the State Job Match based on responsibilities to figure out whether we are pay equity compliant (we are). Also discussed strategy for evaluating current staff compensation for 2016 and related budget considerations going forward.
- Computer Purchase Proposal – Marguerite would like to buy 6 new computers and update five existing computers to Windows 7 OS. Would save all five monitors and desktops; need to buy five new monitors (since the retired laptops don't have existing monitors). Fosness made a motion to approve the 2015 Preferred Option without the monitors for \$5,002 seconded by Hargreaves. Voted for: Furrer, Fosness, Jirik, and Hargreaves. Against: None. Motion carried 4-0.
- Computer Disposal Plan – Marguerite presented three different options for disposing of older computers. Since they were purchased with a grant, Joel will check to see if we need to dispose of them in any certain way and let Marguerite know if she is okay to proceed.
- Lighting Purchase Proposal – Looking to get the same fluorescent lights as we got last year – they work great. Proposal to add five new fluorescent fixtures and replace standard bulbs in hanging fixtures with LEDs. Cost for fixtures, bulbs & delivery is \$1,365 with additional installation likely to be around \$600. Furrer made a motion to approve the Lighting Purchase Proposal as presented, seconded by Fosness. Voted for: Furrer, Fosness, Jirik, and Hargreaves. Against: None. Motion carried 4-0.

13. NEXT MEETING DATE

Next regularly-scheduled meeting set for Wednesday, November 18, at 6:30pm in the large meeting room.

14. ADJOURNMENT

A motion was made by Hargreaves to adjourn and seconded by Furrer. Voted for: Furrer, Fosness, Jirik, and Hargreaves. Against: None. Motion carried 4-0. The meeting adjourned 7:51 pm.

Submitted by
Lynn Hargreaves - Secretary