

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
December 5, 2012**

1. CALL TO ORDER

The meeting was called to order by President Matchinski at 7:00 p.m. in the Library Large Meeting Room, 1006 Birch Street NE.

2. ROLL CALL

MEMBERS PRESENT: Boyda, Furrer, Kodada, Langer, Matchinski,

MEMBERS ABSENT: None

STAFF PRESENT: Diana Tallent, Library Director; Jennifer Geist, Circulation Clerk; Darlene Smisek, Shelving Clerk; Joel Erickson, City Administrator;

VISITORS PRESENT: **Need Names Here**

3. APPROVAL OF AGENDA

Motion by Furrer to approve the agenda, 2nd by Kodada. Motion carried 5-0.

4. APPROVAL OF THE MINUTES

Printed copies of the October 2012 meeting minutes were not available for the Board to review, so the approval was tabled until the January 2013 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

Board members reviewed the financial report. Motion to approve by Matchinski, 2nd by Boyda. Motion carried 5-0.

9. COMMITTEE REPORTS

None

10. DIRECTOR'S REPORT

Tallent reported the Rice County contract providing Lonsdale Public Library (LPL) with a 2.5% increase in funding for CY2013 has been signed and returned.

Zinio, the digital magazine platform is having some technical difficulties associated with their email capacity. Zinio is currently working on upgrading their system.

Minnesota House Representative David Bly met with Tallent to obtain more information on how the Minnesota Legislature might best support our state's public library system.

11. OLD BUSINESS

The Board discussed the candidates for the Circulation Clerk vacancy.

In total, five candidates were interviewed and considered for this position. Tallent recommended promoting Darlene Smisek into this position. Langer indicated that Smisek was the highest scoring of the five candidates she interviewed and that she would not vote to hire a new employee in place of promoting Smisek. Boyda indicated that Smisek was also her highest scoring candidate and recommended hiring Smisek for the Circulation Clerk vacancy and Wendy Walters for what would be Smisek's vacant Shelving Clerk position.

Kodada informed the Board that she still has concerns about Darlene's capabilities, as referenced in previous Board meetings. Furrer indicated that she also has concerns about Darlene's ability to perform the duties of the Circulation Clerk position.

Tallent informed the Board that she would not recommend Smisek for the promotion if she did not feel Smisek was capable of performing at the required higher level. To do so would place an unnecessary burden on herself and the LPL as a whole. Langer reminded the Board that while Smisek's abilities may have been a topic of concern in the past, Smisek has had several months to improve her performance and advance her skills. In addition, Langer noted to the Board that of all in attendance at the meeting Tallent was the most qualified for identifying whether or not Smisek was capable of performing the required job duties of the Circulation Clerk position.

Matchinski requested clarification of the probationary period that would be imposed on Smisek if she were to be promoted into the new position. Tallent confirmed that Smisek would be placed on a standard one-year probationary period.

Motion to hire Wendy Walters for the vacant Circulation Clerk position by Furrer, 2nd by Kodada. Furrer and Kodada voted in favor; Boyda, Langer and Matchinski voted in opposition. The motion failed, 2-3.

Motion to promote Darlene Smisek into the vacant Circulation Clerk position by Langer, 2nd by Boyda. Boyda, Langer and Matchinski voted in favor; Furrer and Kodada voted in opposition. The motion passed, 3-2.

Discussion moved to filling Smisek's newly vacant Shelving Clerk position. The position will be posted internally with the City of Lonsdale and Tallent will contact the unsuccessful candidates for the Circulation Clerk position to determine their interest in the Shelving Clerk position.

12. NEXT MEETING DATE

The next meeting will be held Wednesday, January 16, 2013 @ 6:30 p.m. in the large meeting room. The Lonsdale City Council will vote on two new members for the Library Board and they will attend this first meeting of the new year.

13. ADJOURNMENT

Motion by Langer, 2nd by Boyda to adjourn. Motion carried 5-0.
Meeting adjourned at 7:43 p.m.

Submitted by
Patricia Langer
Secretary