

CITY OF LONSDALE
LIBRARY BOARD MEETING MINUTES
February 20, 2013
Library Meeting Room, 1006 Birch St. NE. 6:30 p.m.

1. Call to Order

The meeting was called to order by President Cindy Furrer at 6:34p

2. Roll Call

Members present – Amanda Motz, Karla Krammer, Cindy Furrer, Stacy Kodada. Absent, Bev Boyda (secretary) - Diana Tallent volunteered to take minutes in her absence. City staff present, City Administrator Joel Erickson. Library staff present, Director, Diana Tallent.

3. Approval of Agenda

a. Stacy Kodada made a motion to approve the agenda. Amanda Motz seconded, all in favor except Bev Boyda, who was absent, none opposed, none abstained.

4. Approval of Minutes

a. Minutes from the January 16, 2013 were corrected and Stacy Kodada made a motion to approve them with the suggested corrections, second by Amanda Motz, all in favor excepting Bev Boyda who was absent, none opposed, none abstained.

5. Public Hearings

a. 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.

Cindy Furrer asked Director Tallent what fees consist of. Tallent explained that they are any charges other than fines such as lost card fees, lost item fees, printing/copying fees, meeting room usage fees, etc. Stacy Kodada asked if the fine amount of \$91 was correct, expressing some surprise at the amount being so large. Tallent reported that it fluctuates, but that amount was accurate. A motion was made by Stacy Kodada to accept the financial report, seconded by Amanda Motz. All in favor, excepting Bev Boyda, who was absent, none opposed. None abstained.

9. Committee Reports

a. None

10. Director's Report

a. Director Tallent reported that birthday celebration preparation was on track and passed around a volunteer sign-up sheet. Volunteer coverage was discussed along with art work display. Tallent reported that new shelver Wendy Walters is working out well with one exception, that being that her schedule is not actually as flexible as the board was led to believe. Tallent has spoken to Walters about the issue and is hopeful that it will be resolved. Tallent reported that the state report launch was imminent and that she had been summoned for county jury duty during that period. She sent in a request for a postponement and will let the board know when she hears back.

11. Old Business

- a. None

12. New Business

a. Discussion re whether library staff should be paid to attend library board meetings ensued. A memo from Director Tallent referenced other regional libraries' policies and recommended paying staff to attend in the event that they are asked/required to attend by the board or a supervising staff member and not paying them if they attend of their own volition. Cindy Furrer commented that staff should be bringing any concerns to Tallent and that, in the event the board needed to be involved, Tallent should make that recommendation to them and therefore, there should be no need for them to attend meetings without advance notice. Karla Krammer agreed with Furrer's position and added that clarifying the point is important. Amanda Motz commented that, in the event it becomes necessary to have staff attend meetings, they should be put on a rotating schedule. Stacy Kodada added that she couldn't think of any reason staff would need to attend meetings and that using library money in a better place was important, along with being respectful of taxpayer's dollars. Cindy Furrer clarified that there had not been a lot of staff hours paid for staff to attend board meetings and Tallent agreed that it had been less than 10 hours overall. Amanda Motz made a motion for staff not to be required to attend meetings except by Tallent and that if they are required to attend, then they are paid, and if they come without being required to do so, they are not paid. Karla Krammer seconded, all in favor except Bev Boyda, who was absent, no one abstained.

b. Discussion re hosting a volunteer appreciation event ensued. Cindy Furrer made the point that we want our volunteers to be aware that we appreciate them and asked if staff tracks volunteer hours. Tallent said that is being done with a sign-up sheet and in an Excel spreadsheet. Furrer added that we could award certificates to volunteers as a sign of the library and board's appreciation to them. Amanda Motz suggested doughnuts from Kaseys could be provided at the event. Furrer asked for staff to request contact information consisting of email, phone and address. Some discussion of privacy was entertained and it was decided to ask for the contact information, but not to require it. Stacy Kodada suggested providing stickers for volunteers to wear while they are working in the library in order to both recognize them and to also distinguish them from staff. Karla Krammer asked about liability issues concerning volunteers. Joel Erickson offered that conducting background checks requires time from Police Chief Jason Schmitz. Tallent suggested that vetting all volunteers would require quite a lot of time from Schmitz and would require a waiting period. She also added that volunteer staff is very closely supervised/monitored by staff at all times and that no one is asked to work with children. It was decided that background checks will not be required for volunteers at least for the immediate future. Tallent asked if the volunteer appreciation event could be scheduled for later in the year after she completes the state report and the board agreed. The issue was tabled.

13. Next Meeting Date

- a. The next regular meeting date, March 20, 2013 was confirmed.

14. Adjournment

Amanda Motz made a motion to adjourn, seconded by Karla Krammer. All in favor, excepting Bev Boyda, who was absent, none opposed. Meeting adjourned at 7:33p.