

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
April 18, 2012**

1. CALL TO ORDER

The meeting was called to order by President Matchinski at 6:33 p.m. in Library Meeting Room, 1006 Birch Street NE

2. ROLL CALL

MEMBERS PRESENT: Boyda, Furrer, Kodada, Langer (arrived late), Matchinski

MEMBERS ABSENT:

STAFF PRESENT:

Library Director Diana Tallent, Jenni Geist

VISITORS:

Devin Reyes, Lonsdale Area Chamber of Commerce

3. APPROVAL OF AGENDA

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

4. APPROVAL OF THE MINUTES

Motion by Kodada, 2nd by Boyda to approve the agenda. Motion carried 4-0.

5. PUBLIC HEARINGS

None

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

Devin Reyes with the Lonsdale Area Chamber of Commerce presented her concerns about the availability of necessary equipment in the large meeting space and access to meeting room assistance during the hours the Lonsdale Public Library is not open for business. This discussion broadened into a larger discussion encompassing access to the room itself and the difficulty of operating a meeting facility during non-staffed hours given the library's limited funding. The Library Board instructed the Library Director (Diana) to purchase an additional AV cable for connecting laptops to the projector mounted in the large meeting room. This cable will be kept in the large meeting space. In addition, Diana will prepare a list of the equipment that is available to those renting this space. The Board will continue discussions on how to resolve the off hours access and assistance needs.

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 financial report was presented. Motion by Langer, 2nd by Matchinski to approve the financial report. Motion carried 5-0. **Kodada requested the Financial Report be distributed to the Board for their review prior to the monthly meetings.**

9. COMMITTEE REPORTS

None

10. DIRECTOR'S REPORT

Diana reported that her attendance of the Public Library Association Conference in Philadelphia in March was very educational and worthwhile

The rare and antique book sale sponsored by the Friends group raised \$48

The Teen Advisory Board (TAB) held their first meeting. Three individuals were in attendance

Michael Eckers, local author, will give a talk in the large meeting room on May 15, 2012 at 6:30 p.m. The topic will be Minnesota's role in the Civil War

Wheatland Wheaties is planning another processing party for their book drive donations

Diana is working to finalize the summer reading program. 398 individuals participated last summer (2011)

Diana has completed and submitted the annual Minnesota Public Single Library Report

11. OLD BUSINESS

Board Member Kodada requested revising the meeting room reservation practice that does not allow a reservation to be confirmed until the deposit has been received by the library. The Board requested the practice be changed giving individuals reserving the meeting spaces until the 2nd open library day (by closing) to deliver their deposit checks. If deposit checks are not received by this new deadline the reservation will be released and the room will be made available to others.

12. NEW BUSINESS

The Board discussed a keyless entry system for the library and requested that Diana investigate access options and cost estimates for such a system.

The Board requested that Diana prepare a draft of a Community complaint/concern form for consideration by the Board

Budget Planning: Diana reminded the Board of the upcoming budget planning process. She requested that the Board give consideration to increasing her position from 32 hours per week to full time. In addition, she has requested that the Board consider merit increases for her staff. The question of merit pay led to a discussion of staff performance evaluations. Diana will look into if the City of Lonsdale has a formal review process.

13. NEXT MEETING DATE

The next regular meeting will be held Wednesday, May 16, 2012 @ 6:30 p.m. in the small meeting room.

14. ADJOURNMENT

Motion by Langer, 2nd by Matchinski to adjourn. Motion carried 5-0.
Meeting adjourned at 9:15 p.m.

Submitted by
Patricia Langer
Secretary