

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
May 16, 2012**

1. CALL TO ORDER

Members of the Library Board were given a tour of the Library and overview of staff tasks at 6:35 p.m. The official meeting was called to order by President Matchinski at 7:10 p.m. in the Library Meeting Room, 1006 Birch Street NE

2. ROLL CALL

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

MEMBERS ABSENT:

STAFF PRESENT:

Diana Tallent, Library Director

VISITORS:

Joel Erickson, Lonsdale City Administrator

3. APPROVAL OF AGENDA

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

4. APPROVAL OF THE MINUTES

Motion to approve amended minutes by Langer, 2nd by Matchinski. Motion carried 5-0.

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 financial report was presented. Motion by Furrer, 2nd by Kodada to approve the financial report. Motion carried 5-0.

9. COMMITTEE REPORTS

None

10. DIRECTOR'S REPORT

Wheatland Wheaties successfully completed their **third** processing party

The Teen Advisory Board (TAB) received a \$300 check from Waste Management for the Green Team Program

Thirteen adults and **two** kids attended the Michael Eckers event

Diana has successfully completed the fundamentals of cataloging class

SELCO will make a visit to the Lonsdale Public Library (LPL) to set up **Connexions** (an additional cataloging tool Diana was trained on in the cataloging class) on Diana's laptop

The 501C3 process for the Friends organization has been started

Summer reading program school visits have been completed. Four of five prize levels have been secured. The program begins June 12th with a pizza party @ 1:00 p.m. and concludes on July 21st. Franco's Pizza has added a pizza **parties** to the **four** Barnes & Noble gift card grand **prizes**

SELCO has started a donation program to accept donations made to the LPL that are not eventually accepted into the LPL collection **and items weeded from the collection**

11. OLD BUSINESS

- a. Meeting Room unlocking system – Diana reviewed two informal estimates she received over the phone for installing a keyless entry system at the LPL to improve access to the meeting room spaces. In addition she has scheduled **one of those vendors** to visit the LPL for an additional on-site estimate. Kodada reported on conversations she has had with the Montgomery Lonsdale school district regarding their existing system **and a former one that was** replaced as part of the school renovation projects. This circumstance may present the opportunity to purchase their used system or for LPL to solicit it as a donation. Kodada will keep the Board apprised of any additional information she receives. This item will remain on the Board's agenda until resolved or tabled.
- b. 2013 budget planning – The Board returned to discussion of Diana's request to make her position full time at LPL. Erickson suggested to the Board that for the same dollars more actual staff hours could be added by increasing the hours of part-time employees. Erickson also informed the Board that LPL staff are not City of Lonsdale employees. However, because the City Council approves the LPL's annual budget they do have the authority to deny requested increases in FTE. Langer requested clarification regarding the legal connections between the City of Lonsdale and the LPL. Erickson has agreed to return to a future Board meeting to clarify how the hierarchy functions. This information will aid the Board as they consider how LPL staff fit into the non-merit step plan that applies to individuals that are considered employees of the City of Lonsdale.

Discussion then turned to whether it would be more appropriate to reduce the programming available at LPL so it is more in line with the existing available staff hours. Refining the process for utilizing volunteers, interns and others as a way to free paid staff time for the more technical LPL duties was also discussed. Placing a temporary moratorium on book donations was also discussed as a way to free up LPL staff time. The Board requested that Diana prioritize existing programming giving consideration to the number of individuals reached and the importance of each program to the community. In addition, although Diana provided very detailed documentation on all of the LPL staff duties the Board requested information on what an average week's duties look like specifically for the LPL Director. FY2013 Budget Planning will remain on the Board's agenda.

- c. Formal Complaint Form – Diana presented a formal complaint form to be used by LPL. A motion was made by Langer and seconded by Kodada to begin using the new form on a trial basis. Patrons approaching LPL or the City with complaints about LPL will be informed of this new formal complaint process. The new form will be available at LPL.
- d. Meeting Room application additions – The meeting room application was amended to allow for additional time for presenting deposit checks as well as providing information on the equipment available in the meeting room spaces. A motion was made by Langer and seconded by Matchinski to accept the new additions to the existing meeting room policy

12. NEW BUSINESS

13. NEXT MEETING DATE

The next regular meeting will be held Wednesday, June 20, 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 9:05 p.m.

Submitted by
Patricia Langer
Secretary