

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
June 20, 2012**

1. CALL TO ORDER

The meeting was called to order by President Matchinski at 6:32 p.m. in the Library Meeting Room, 1006 Birch Street NE.

2. ROLL CALL

MEMBERS PRESENT: Furrer, Kodada, Langer, Matchinski

MEMBERS ABSENT: Boyda

STAFF PRESENT: Diana Tallent, Library Director

VISITORS: None

3. APPROVAL OF AGENDA

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

4. APPROVAL OF THE MINUTES

Motion to approve amended minutes by Kodada, 2nd by Matchinski. Motion carried 4-0.

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 Langer, 2nd by Matchinski to approve the financial report. Motion carried 4-0.

9. COMMITTEE REPORTS

None

10. DIRECTOR'S REPORT

Summer Reading Program kickoff was a successful event with 143 kids and 86 adults in attendance.

Tallent has had her first meeting with Delane James, Fairbault Library Director and Lynne Young, Northfield Library Director regarding next year's Rice County funding request. The libraries will make a joint 2.5% increase request utilizing the same formula as last year to divide the total available Rice County funding among the three libraries. Tallent will draft the County request memo.

Tallent has begun utilizing the SELCO donation program that accepts donations made to the Lonsdale Public Library (LPL) that are not eventually accepted into the LPL collection.

Cheryl Hill from SELCO made a visit to the Lonsdale Public Library (LPL) to set up Connexions (an additional cataloging tool) on Tallent's laptop. Hill advised that once more LPL staff have been trained by Tallent their permissions may be updated to allow for more access and functionality. This could potentially reduce Tallent's cataloging burden at the LPL.

Author Patricia Albrecht (*There's a House in My Mouth, Toodles and her Poodles*) was a guest reader for story time at LPL. Albrecht donated two of her books to the LPL and each child in attendance received a free toothbrush.

11. OLD BUSINESS

- a. Meeting Room unlocking system – Tallent distributed a memo to the LPL Board regarding Meeting Room Entry. The memo outlined three major concerns that became apparent while researching a keyless entry system for the meeting spaces at the LPL. Keyless entry would pose an increased security risk to the facility, require upfront costs the LPL is currently not funded to absorb and increase the amount of staff time devoted to administering the utilization of the public meeting spaces. Tallent indicated that she has implemented some proactive meeting room administrative procedures that she hopes will reduce the number of incidents that precipitated the exploration of a keyless entry system. Following a brief discussion the Board decided to table the idea of installing a keyless entry system.
- b. 2013 budget planning – The Board discussed 2013 budget planning. Tallent distributed the Lake City Public Library and Virginia Public Library revenue information as examples of similarly sized public libraries in Minnesota. Both libraries appear to be funded at a much greater level than the LPL.

Langer distributed information from the U.S. Department of Labor and brought to the attention of the Board that a decision will need to be made regarding Tallent's position. As Tallent is a 32 hour/week hourly employee she can no longer provide more than 32 hours of service to the LPL without being appropriately compensated. The Board will consider whether to adjust the expectations of service that have been placed on Tallent or if it would be more appropriate to revise her position.

Tallent provided the Board with a five-day sample of how she spends her time at the library. Langer requested that Tallent prepare a list of job duties that require her to spend time away from the LPL.

Kodada requested Tallent provide the Board with the current job descriptions for all LPL employees.

The Board will forward questions for Joel Erickson, Lonsdale City Administrator, regarding Tallent's position to Matchinski by July 13, 2012.

12. NEW BUSINESS

13. NEXT MEETING DATE

The next regular meeting will be held Wednesday, July 25, 2012 @ 6:30 p.m. in the small meeting room.

14. ADJOURNMENT

Motion by Kodada, 2nd by Furrer to adjourn. Motion carried 4-0.
Meeting adjourned at 7:50 p.m.

Submitted by
Patricia Langer
Secretary