

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
July 25, 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: Boyda, Furrer, Kodada, Langer, Matchinski

MEMBERS ABSENT:

STAFF PRESENT: Diana Tallent, Library Director; Joel Erickson, City Administrator

VISITORS: None

3. APPROVAL OF AGENDA

Furrer requested adding 'Expanding staff or staff hours' to the agenda. Motion by Langer to approve the agenda as amended, 2nd by Boyda. Motion carried 5-0.

4. APPROVAL OF THE MINUTES

Motion to approve amended minutes by Furrer, 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. The Board discussed concerns about the electric bills and the likely need to adjust budget allocations to accommodate a larger budget for electricity. Tallent pointed out the extra legal fees the LPL has incurred this year resulting from clarifications requested by the LPL Board about Tallent's position and LPL Board autonomy. Motion by Furrer, 2nd by Langer to approve the financial report. Motion carried 5-0.

9. COMMITTEE REPORTS

None

10. DIRECTOR'S REPORT

Summer Reading Program concluded with 4 participants being awarded prizes. 103 completed logs this year compared with 98 last year. Tallent will put the winners on the LPL website.

The budget presentation/request to the county is at 8:40a.m. on Tuesday August 14th. Tallent created a video of an LPL patron to be used in the presentation. A funding decision will be made around September 1st.

The Friends group will not have a float in the community days parade, but David Anderson is still working on the 501C3 application.

11. OLD BUSINESS

- a. Tallent's position – The Board discussed whether Tallent's position should be reclassified as an exempt position. Langer, Boyda and Matchinski agreed that the position should be classified as exempt according to the Administrative Duties test as outlined in the Fair Labor Standards Act. Furrer and Kodada requested more time to familiarize themselves with the classifications and the discussion was tabled until the August LPL meeting.

The LPL Board agreed that to function effectively more paid staff hours are needed and the discussion turned to whether this need would best be fulfilled by making the LPL Director a full time position or adding additional part time staff hours. Langer noted her objection to the City of Lonsdale's firm stance against full time employees referencing a philosophical objection to the practice of keeping employees part time to avoid the cost of benefits. Furrer indicated that as long as the LPL is only open 32 hours per week she could not support making the Director's position a full-time position.

The LPL Board shifted discussion to how many additional part-time hours should be authorized and whether adding additional hours to existing employees or hiring a third part-time employee would be the most beneficial for the LPL. The Board agreed that 12 additional part time hours per week should be authorized.

Weighing the benefits of increased flexibility and coverage against the Board's desire to reward dedicated employees with additional hours, the Board agreed to a compromise between the two goals and authorized the hiring of an additional 10 hour/week employee while at the same time adding an additional 2 hours/week to the schedule Geist is currently authorized to work. Motion to approve the hiring of an additional 10 hour/week employee and authorizing an increase in 2 hours/week for Geist by Furrer, second by Langer. Motion carried 5-0. The Board agreed that if Geist is not interested in the additional 2 hours/week that the new employee would be hired at 12 hours/week. Conversely, if Tallent finds a candidate interested in only 8 hours/week Geist could be offered 4 of the authorized increase in 12 hours/week.

While acknowledging that Tallent has previously indicated that she does not need to be paid for the documented hours she has worked over her authorized 32 hours/week, Langer told the Board that she feels the Board is legally obligated to pay Tallent for the hours she has worked. Motion by Langer to authorize payment of \$2,906.89 to Tallent for these hours, second by Matchinski. Motion carried 5-0. Langer asked Erickson if he could process the payment. Erickson indicated he would make it happen.

Langer requested that the Board discuss some guidelines for Tallent in the event that she is unable to stay within her authorized 32 hours/week schedule. Furrer stated Tallent should be able to sufficiently plan for working only 32 hours/week, but Langer pointed out that if near the end of a week someone is ill or has an emergency Tallent might be trapped between either working more than 32 hours or closing the LPL. Kodada pointed out that the decision on Tallent's employment status (hourly versus exempt) could make this concern a moot point and the Board agreed to table the discussion until the August meeting when the question of Diana's employment status will be revisited.

The Board informally approved the utilization of the City of Lonsdale's comp time policy to accommodate upcoming vacations for LPL staff members.

12. NEW BUSINESS

13. NEXT MEETING DATE

The next meeting will be held Wednesday, August 15, 2012 @ 6:30 p.m. in the small meeting room.

14. ADJOURNMENT

Motion by Langer, 2nd by Furrer to adjourn. Motion carried 5-0.
Meeting adjourned at 8:18 p.m.

Submitted by
Patricia Langer
Secretary