

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
March 20, 2013**

1. CALL TO ORDER

The meeting was called to order by President Furrer at 6:32pm in the large library meeting room, 1006 Birch Street NE

2. ROLL CALL

MEMBERS PRESENT: Stacy Kodada, Bev Boyda, Cindy Furrer, Amanda Motz, Carla Krammer

MEMBERS ABSENT: NONE

STAFF PRESENT: Diana Tallent, Library Director

Joel Erickson, City Administrator- Absent

VISITORS: Jenni Geist, Darlene Smisek

3. APPROVAL OF AGENDA

Motion by Kodada to approve the agenda, 2nd by Motz, Motion carried 5-0.

4. APPROVAL OF THE MINUTES

Motion to approve the minutes from February 20, 2013 was made by Kodada and 2nd by Motz. Motion carried 4-0-1 with Boyda abstaining, as she was not present at the February 20, 2013 meeting.

5. PUBLIC HEARINGS

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

Diana Tallent has a question into Tami Brokl at city hall regarding the Electric Utilities amount of 652.07; other than this item on the Financial Report everything looked fine. Motion to approve the Financial Report was made by Motz 2nd by Krammer Motion carried 5-0.

9. COMMITTEE REPORTS

NONE

10. DIRECTORS REPORT

- a. The Birthday party was a huge success - it was estimated that 225 to 300 people were in attendance over the two days. There were great photo opportunities that were sent to the Lonsdale Area News-Review and on Facebook. Amnesty of \$232.30 was forgiven on patron's fines over the two days, which has helped in collecting the other fines above the \$10 threshold and has brought in the returning patrons using the library again. So, it proved to be successful and will most likely be offered in the future again in March when the library celebrates its Birthday. A box of canned goods was collected and given to the Lonsdale Area Food Shelf. Of the two days Friday seemed to have the most traffic. Furrer questioned the fine schedule and Tallent explained that it is \$.25 per item per day and there is a two day grace period before fines accrue.

An issue with shelver Wendy Walters was brought to the board's attention by Tallent explaining that her schedule is not as flexible as she made out when hiring. Tallent explained that she spoke to Walters about the need to be flexible. Following this talk, Walters has asked for 5 adjustments to her schedule or days off since February 5. Krammer made a suggestion that all staff be required to request schedule changes at least two weeks in advance except for emergency situations. Kodada suggested that the schedule should be provided to two weeks in advance. Tallent will work on implementing this.

The state report is almost complete and due on April 1, 2013. Geist has been helping prep with the reports to save some time. Furrer, as president of the board, will have to sign the report when completed. Tallent pushed to be allowed to include Zinio in the state report this year. It launched in October 2012 and has had a great response. Having this on the report is important, as circulation is an important part of the formula used to determine how much county money the library receives.

The Lions of Lonsdale and Veseli gave the library a \$1000.00 donation. This money will be used to purchase new juvenile non-fiction books.

The wifi problem seems to have been fixed. Tallent replaced the router and did an adjustment to it and it seems to be in working order. The Overdrive download station also had stopped working. Tallent uninstalled and reinstalled the software needed and tweaked the Internet Explorer settings to get it working again. She forwarded the lengthy instructions she received from Over Drive tech support to SELCO.

11. OLD BUSINESS

The Volunteer appreciation event was discussed and set for Saturday, April 27th from 10am to noon with juice, coffee and donuts. Motz to discuss with Casey's if a discount or donation can be given. A certificate should be given to all the volunteers to recognize them. The volunteers with over a certain number of hours will be given special recognition and a READ sweatshirt. The Mayor should be on the invite list.

Director's position was discussed again after being tabled for 6 months. It was decided that Joel Erickson is to get the board some figures regarding insurance and added hours. Questions to discuss at next meeting are how/whether to figure into the budget that has already been set for 2013. How or where would funds come from. Discussion will be undertaken next month. Motz asked if making the director full-time would allow the library to be open more hours? Tallent pointed out that staffing levels need to be made adequate to the hours we are already open first. Kodada asked Tallent if it hadn't been decided that she was to work only 32 hours. Tallent clarified that she had agreed to that as a temporary measure, but reminded the board that it was decided not to make her exempt and to continue to use comp time. She pointed out that it would be impossible to operate without ever using comp time, otherwise no one would ever be able to take any time off. Tallent suggested that the library should act responsibly and take baby steps in moving forward with spending the taxpayer's money. It will be placed on the agenda for next board meeting and a motion will be made then.

12. NEW BUSINESS

Bev Boyda brought up the idea of having a LEGO fun day at the library some time in May, which would make the library as a fun place to go instead of just having computers and books. It would take place in the large meeting room and we can use all the LEGOS Jenni Geist allowed us to use for the Library Birthday party so it would not require any money.

Diana recommended to the Friends of the Library that they eliminate item pricing from the shelf of books for sale to giving whatever the purchaser feels is adequate and that change has made more money and also allows people who might have little money to purchase books too.

13. NEXT MEETING DATE

Scheduled for Wednesday, April 17th 6:30pm Large meeting room.

14.ADJOURNMENT

A motion was made by Furrer and second by Boyda. The meeting adjourned 8:05pm

Submitted by
Beverly Boyda
Secretary