

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
JUNE 17, 2009**

1. CALL TO ORDER

The meeting was called to order by Grebis at 6:30 p.m. at City Hall, 415 Central Street W.

2. ROLL CALL

MEMBERS PRESENT:

Zellner, Grebis, Rud, Matchinski

MEMBERS ABSENT:

Buckridge

STAFF PRESENT:

City Administrator Joel Erickson

OTHERS PRESENT:

Northfield Library Coordinator Lynn Young

Northfield Library Staff Member Leesa Wisdorf

3. APPROVAL OF AGENDA

A motion was made by Rud to approve agenda; seconded by Zellner. Vote for: Rud, Matchinski, Grebis, Zellner. Against: None. Vote: 4-0. Motion carried.

4. APPROVAL OF THE MINUTES

A motion was made by Zellner to approve minutes from May 20,2009 meeting; seconded by Matchinski. Vote for: Rud, Zellner, Matchinski, Grebis. Against: None. Vote: 4-0. Motion carried.

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

None

9. LIBRARY COORDINATOR'S REPORT

None

10. COMMITTEE REPORTS

None

11. OLD BUSINESS

- a. Board members discussed the proposed Library Management Agreement with Young and Wisdorf. The Board went over concerns with Young and Wisdorf, and reiterated that we would like employees to be City of Lonsdale employees. Erickson will talk to City of Northfield City Administrator to establish what/if the mentioned the administrative fee increase would be. Erickson will get the proposed changes in the contract to the city attorney and have the revised contract printed up and available for signing (if board agrees to do so) at next meeting.
- b. Tentative opening date is January 1, 2010, depending upon grant status. Discussion was introduced concerning when to advertise and hire a Library Coordinator. Erickson will request the City Council for approval for staff advertisement and for the position. Dates of advertisement and hiring tabled.
- c. Business card template looked great. Business cards should be available next meeting.
- d. Publicity – city is reformatting their website, and library has a nice link. Different items were discussed to be added to the link, including links to other libraries, projected opening date, library card application, and interactive feature, such as “what I’d like to see at my library”. Erickson will pass these notes onto site designer.
- e. Young helped define the role of the Friends of the Library. Some of their duties will be to sort through donations the library receives, helping organize volunteers, and providing fundraisers. Organization MALF (Minnesota Association of Library Friends) would be good for a reference. Young also suggested sending someone to a conference in Saint Cloud in October, as many of the Friends discuss their fundraising efforts and ideas.
- f. Concerning the Lonsdale Heritage Room, Erickson is still working with 3R to borrow artifacts from the old schoolhouse. It was also suggested to speak with the Trondjhem Preservation Society, as they may have items of interest. Also discussed using artwork from local artists to adorn the walls.
- g. Young offered to send Erickson a copy of Northfield’s policy on accepting gifts. The policy will be good to have in place before opening, since being gifted something we cannot, or do not, want to use could result in a sticky situation.

- h. Erickson is still researching alternate grants, and will give a report at the next meeting if any are found.

12. NEW BUSINESS

- a. Board discussed approval of a Declaration of Intention to Participate in SELCO. SELCO deals with all public libraries in the Southeast Minnesota. Cost of membership is \$100.00 per year, plus a yearly fee dependent upon how many books are requested in and sent out on requests. A motion was made by Matchinski to approve; Zellner seconded. For: Matchinski, Grebis, Zellner. Against: none. Vote 3-0. Motion carried.
- b. Discussed approval of Southeast Library System (SELS) Membership agreement. SELS deals with all libraries – public and private – in Southeast Minnesota. No cost to have membership. A motion was made by Matchinski to approve; Zellner seconded. For: Matchinski, Grebis, Zellner. Against: none. Vote: 3-0. Motion carried.
- c. Erickson is in possession of supply catalogs of possible furniture options. Quotes are being obtained by various manufacturers in the low, mid, and high ranges.
- d. At the next meeting (July 15, 2009), Ann Hutton, SELCO Coordinator, will be attending the meeting to give a presentation on her experience with library boards similar to ours.
- e. After meeting, Zellner, Matchinski, Grebis, Young, Wisdorf, and Erickson adjourned to the site for a site tour. The site looked good.

13. ADJOURNMENT

Motion made by to adjourn meeting by Zellner, seconded by Matchinski. Vote for: Zellner, Grebis, Matchinski. Against: None. Vote: 3-0. Motion carried. Meeting was adjourned at 7:30 p.m.