

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
AUGUST 19, 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, Buckridge, Matchinski, Rud

MEMBERS ABSENT:

None

STAFF PRESENT:

City Administrator Joel Erickson

OTHERS PRESENT:

City Council Member Cindy Furrer

Brian, Michelle, Nathan, Jonathon and Brianna Shaver from YALE

3. APPROVAL OF AGENDA

A motion was made by Rud to approve agenda; seconded by Zellner. Vote for: Zellner, Buckridge, Matchinski, Grebis, Rud. Against: None. Vote: 5-0. Motion carried.

4. APPROVAL OF THE MINUTES

A motion was made by Zellner to approve the July 15, 2009 minutes; seconded by Buckridge. Vote for: Zellner, Buckridge, Matchinski, Grebis, Rud. Against: None. Vote: 5-0. 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. Organization of a Friends of the Library group was again discussed. Buckridge volunteered to call/contact people who may have an interest in being on the Friends Board and finding out more information from them. Erickson will pass those names on to Buckridge. The Board also reviewed a list Erickson enclosed in the pre-meeting packet concerning projects tried by Friends groups from other libraries. The Board expressed interest in an art competition with the local children, with artwork displayed in library for a time.
- b. Erickson has contacted the 3R Schoolhouse as well as the Trondjhem Preservation Society, and is waiting on them to respond. Erickson said he will stay in touch with the organizations.
- c. The Board reviewed the proposed donation policy. A suggestion was made by Buckridge to change donation policy of hardcover books from "...within the last 5 years" to "...any age but in good condition". Zellner motioned to accept the change to the donation policy; seconded by Buckridge. Vote for: Rud, Zellner, Buckridge, Matchinski, Grebis. Against: none. Vote: 5-0. Motion carried.
- d. The proposed job description for the Library Director was presented to the Board for approval, as well as approval to advertise for the position at Grade 7/Step 1 (\$16.37/hr). A motion was made by Zellner to approve job description and advertisement for position; seconded by Buckridge. Votes for: Rud, Zellner, Buckridge, Matchinski, Grebis. Against: none. Vote: 5-0. Motion carried. The position will be posted for approximately 3 weeks, with a goal to fill the position by the first week of October. Erickson will let City Council know of the Board's decision. A suggestion was made to offer the City Council a chance to have a board member sit in on the interview process, so that the Council is aware of what is happening with the hiring.
- e. The proposed job description for the Library Clerk was presented to the board for approval. A motion was made by Rud to approve the job description; seconded by Matchinski. Votes for: Matchinski, Rud, Grebis, Zellner, Buckridge. Against: none. Votes: 5-0. Motion carried. The job description will be presented to the City Council for their vote on advertisement and hiring of the Clerk. The suggestion was made to

allow the Library Director to participate in the interview process to ensure a good working relationship is possible between the Director and possible Clerk.

- f. The proposed job description for the Library Shelver was presented to the board for approval. A motion was made by Rud to approve the job description; seconded by Matchinski. Votes for: Matchinski, Rud, Grebis, Zellner, Buckridge. Against: none. Votes: 5-0. Motion carried. The job description will be presented to the City Council for their approval on advertisement and hiring of the shelver.

12. NEW BUSINESS

- a. A presentation was give by Youths Against Low Expectations (YALE) regarding ideas for the grand opening celebration. Some ideas included a friend of theirs who is a juggler at Branson, MO. The tentative grand opening date is January 16th or 23rd. A grand opening committee meeting will be held on September 9, 2009 at 6:30 pm at City Hall. This meeting will discuss all of the logistics of the date, as well as advertising and donations from the community. YALE also reviewed the dunk tank, plinko and float done during Community Days. The group informed the Board they raised \$420.00 to be donated to the Library.
- b. The Board and Shaver family discussed possible grand opening dates. Tentative dates are either January 16 or January 23, 2009. Interested Board members and the Shaver family will meet on Wednesday, September 9, 2009 at 6:30 pm in the City Council Chambers, 415 Central Street West for further planning on the grand opening celebrations.
- c. Grebis and Erickson visited four of the surrounding libraries (Montgomery, New Prague, Northfield and Lakeville) and discussed the pros and cons of each library. Some libraries had good suggestions as to furniture selection.
- d. The proposed Meeting room policy was presented to the board. It was suggested to create a distinction between different uses for the room, such as entertainment (parties, etc...) and non-profit/educational. For entertainment purposes, Board suggested charging, perhaps \$50 for 2 hours, with \$25 returned upon check-out if the room is clean and non-damaged. Non-profits and Educational purposes would be able to use the room free of charge. Another point of contention is the policy on alcohol. Erickson will check with other libraries to find out their policies for alcohol in their meeting rooms. Approval of the meeting room policy was tabled until further notice.
- e. Each board member received a package containing quotes from several different vendors. The Board discussed the pros and cons of each vendor, but did not make a definite selection. Buckridge to talk to local builder about what he may be able to provide.
- f. The proposed 2010 budget request was reviewed and Erickson was thanked for putting it all together. Funding from Rice County in the amount of \$35,000 is being considered. Erickson will take budget request to next City budget meeting.
- g. Next City Council meeting is on Thursday, August 27th. Board is recommended to be there at 7:45 pm so that the Library Board and City Council are in understanding with what is

happening with the library. Rud motioned to create a special meeting on Thursday, August 27 at 7:45 pm; seconded by Zellner. Votes for: Rud, Zellner, Matchinski, Grebis, Buckridge. Against: none. Vote: 5-0. Motion carried.

13. ADJOURNMENT

A motion was made by Zellner to adjourn meeting, seconded by Buckridge. Vote for: Zellner, Grebis, Buckridge, Matchinski, Rud. Against: None. Vote: 5-0. Motion carried. Meeting was adjourned at 9:00 p.m.