

**MINUTES  
CITY OF LONSDALE  
LONSDALE PUBLIC LIBRARY BOARD  
JULY 15, 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

**MEMBERS ABSENT:**

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**STAFF PRESENT:**

City Administrator Joel Erickson

**OTHERS PRESENT:**

SELCO Executive Director Ann Hutton

SELCO Assistant Director Michael Scott

Northfield Library Director Lynn Young

Northfield Library Adult and Children's Services Manager Leesa Wisdorf

**3. APPROVAL OF AGENDA**

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

**4. APPROVAL OF THE MINUTES**

Minutes from the June 17, 2009 meeting were amended to state that Buckridge did not approve the minutes of the previous meeting, as was noted.

**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. The Board considered the revised Proposed Library Management Agreement between the City of Lonsdale and City of Northfield. Changes made to the original agreement included Northfield providing “consulting services” as opposed to “management services”, Lonsdale hiring the library staff as City of Lonsdale employees, the appointment of members to attend each other’s board meetings is optional, and the agreement between the two libraries will be reviewed on an annual basis. After review of the changed Agreement, Buckridge motioned to approve the Library Management Agreement. Zellner seconded. Votes for: Zellner, Buckridge, Grebis, Matchinski. Against: None. Vote: 4-0. Motion carried. Agreement will now be presented to the City Council for their consideration at their July 30<sup>th</sup> meeting.
- b. Organization of a Friends of the Library was discussed. Buckridge volunteered to be a liaison between the library board and members of the community interested in forming a Friends of the Library group. Some names were given to the Board of individuals in Lonsdale who may be willing to help form a Friends group. Other ways of recruiting community members were discussed, including advertising the Friends group on the website and in the newspaper. In order to help fund the organization of the Friends, Erickson found a grant of up to \$1,000 to form the group.
- c. Erickson will follow up with the 3R schoolhouse on the subject of items for the Lonsdale Heritage room. Suggestion was made by Zellner to check with the Trondhjem Preservation Society for any artifacts we might be able to borrow.
- d. Memorials and allowable items were discussed as well. Young provided a copy of Northfield library policy statement for accepting, managing and disposing of gifts. The Library board will review the statement and discuss it more at next meeting.
- e. Not many grants are available at the moment. The McKnight Foundation does have grants available for specific programs. The Legacy Foundation Grant will also be available, possibly early next year. This grant will be available for new or innovative programs and ideas. More information about this grant will follow as the grant gets closer to release.
- f. Erickson has requested quotes from different vendors in varying price ranges for the library furniture. Board members will tour other local libraries in an attempt to

determine which furnishings are the best fit for the atmosphere we want to portray at our library.

- g. Erickson requested that board members read through the donation policy that was drawn up. Some changes of the draft were suggested at the meeting. The policy will be revisited at the next meeting.

**12. NEW BUSINESS**

- a. Ann Hutton, SELCO Director, provided “training” on the role and responsibility of being a Library Board Trustee. Hutton was impressed with the Lonsdale Board, and offered her expertise in any situations that may arise or any questions that the Board may have.
- b. Reviewed job descriptions for library staff. Changes were suggested to the job descriptions/qualifications before advertising for those positions. Erickson will make the changes and revised editions will be presented to the Board for approval at the next meeting.
- c. The LSTA grant denial letter from the Commissioner of Education to Senator Kevin Dahle as reviewed. No further discussion of matter needed.

**13. ADJOURNMENT**

A motion to adjourn meeting was made by Zellner, seconded by Matchinski. Vote for: Zellner, Grebis, Buckridge, Matchinski. Against: None. Vote: 4-0. Motion carried. The meeting was adjourned at 9:00 p.m.