

**MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
SPECIAL LIBRARY BOARD MEETING
May 29, 2013**

1. CALL TO ORDER

The meeting was called to order by President Furrer at 6:03pm in the large library meeting room, 1006 Birch Street NE

2. ROLL CALL

MEMBERS PRESENT: Bev Boyda, Cindy Furrer, Karla Krammer, and Stacy Kodada

MEMBERS ABSENT: Amanda Motz

STAFF PRESENT: Jenni Geist and Darlene Smisek

Joel Erickson, City Administrator

VISITORS: Sean Buckridge and Bob Elliott

3. APPROVAL OF AGENDA

A motion was made by Kodada to approve the agenda with adding on under new business the SELCO tech report and library facebook page and website and seconded by Krammer. Vote for: Boyda, Furrer, Kodada and Krammer. Against: None. Motion carried 4-0.

4. APPROVAL OF THE MINUTES

None to approve since it is a special meeting

5. PUBLIC HEARINGS

None

**6. PRESENTATION OF CITIZEN PETITIONS AND COMMENTS-
COMMENTS LIMITED TO TWO (2) MINUTES**

Sean Buckridge addressed the board about the library hours, asking why they were cut and how many hours the library would be open. Buckridge also said he could fill in as a volunteer if needed during the hours. Furrer addressed concerns and said it was due to the resignation of director Tallent, and currently we do not have the staff to be open 32 hours/week.

Bob Elliott SELCO rep wanted to know the approximate time it will take to hire a new director. Also wanted to know where the advertisements were all placed to hire a director. Stated we should advertise with St. Kates since they have the new graduating class with degrees in Library science.

Joel Erickson advised Bob that the approximate time to hire a new director is 6 to 8 weeks.

7. APPROVAL OF THE CONSENT AGENDA

None

8. FINANCIAL REPORT

None

9. COMMITTEE REPORTS

None

10. DIRECTORS REPORT

None

11. OLD BUSINESS

- a. Applications were reviewed by the board. The board selected to interview Ashley Larson, Emma Hargreaves, Elizabeth Shaver and Emily Shimota. The hours to work would be for Wednesday and Thursday's when Darlene was not there.
- b. Interviews to be done on Wednesday June 5th starting at 6pm. Furrer to contact applicants. A motion was made by Stacy Kodada to interview June 5th starting at 6pm with the four candidates at 15 minutes each seconded by Furrer. Vote for: Kodada, Furrer, Boyda and Krammer. Against: None Motion carries 4-0.
- c. Consider Approval of the Library Director Job Description. The board reviewed the current job description and would like to change the wording on attending the city council meetings when needed, add coordinating of schedules of staff and time off by employees, perform related tasks, add that they are the Villages of Lonsdale representative. Joel Erickson to make the changes.
Kodada motion to approve Library director job description as changes added and deleted. Furrer seconded the motion. Vote for: Kodada, Furrer, Boyda and Krammer. Against: None Motion carries 4-0.
- d. Consider approval of temporary library hours
In order for the library to qualify for free internet the library needs to be open a minimum of 20 hours per week. Therefore need to change patron hours on Tuesdays and Fridays to be open at Noon to 5:30pm. On Wednesday's and Thursday's patron hours open 1pm to 5:30pm. Kodada made a motion to approve the new temporary hours Furrer seconded the motion Vote for: Kodada, Furrer, Boyda and Krammer. Against: None Motion carries 4-0.

Joel to contact Wendy Walters to see if she can temporary fill in hours until new director is hired.

A motion was made by Kodada for Wednesday and Thursday 3 hours per day ideally 2pm to 5pm Temp hire grade 1 step 1. Krammer seconded the

motion. Vote for: Kodada, Furrer, Krammer and Boyda. Against: None
Motion carries 4-0.

12. NEW BUSINESS

Tech support through SELCO is now needed. SELCO offers three packages. Best fit for the library would be Value Added Services for \$1,025 per year. Furrer made motion to get the service in place ASAP seconded by Krammer. Vote for: Furrer, Kodada, Krammer and Boyda. Against: None Motion carries: 4-0.

The library Facebook page needs to be addressed and Joel is to contact Tallent regarding the password for the page. The website is changing to a .gov site and Ben Baker and Joel Erickson are working on changing and getting it back up and running.

The summer reading program usually has a kickoff pizza party. With the low staff this year Furrer is going to address the Lions club to see if they are interested in cooking and serving pizza on kick off day Tuesday June 18th. Furrer also is going to contact Shirk's to see if they are able to donate again this year.

13. NEXT MEETING DATE

Scheduled for Wednesday, June 19, 2013 6:30pm Large meeting room.

14. ADJOURNMENT

A motion was made by Kodada and second by Furrer. The meeting adjourned 7:16pm.

Submitted by
Beverly Boyda
Secretary