

MINUTES
CITY OF LONSDALE
LONSDALE PUBLIC LIBRARY BOARD
August 17, 2011

1. CALL TO ORDER

The meeting was called to order by Vice President Matchinski at 6:38 p.m. in Library Meeting Room, 1006 Birch Street NE

2. ROLL CALL

MEMBERS PRESENT: Furrer, Langer, Boyda, Matchinski

MEMBERS ABSENT: Zellner

STAFF PRESENT:

Library Director Diana Tallent

3. APPROVAL OF AGENDA

Motion by Furrer, 2nd by Langer to approve the agenda; Vote for: Langer, Furrer, Boyda, Matchinski. Against: None. Vote: 4-0. Motion carried.

4. APPROVAL OF THE MINUTES

Motion by Langer, 2nd by Boyda to approve the May 18 and July 20, 2011 minutes. . Vote for: Langer, Furrer, Boyda, Matchinski. 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

Diana has not been able to work on the Xcel spreadsheet yet. She will be able to generate are report in the near future.

9. COMMITTEE REPORTS

None

10. DIRECTOR'S REPORT

None

11. OLD BUSINESS

None

12. NEW BUSINESS

A) We received eight applications for the circulation clerk position. After reading through all the resumes and applications there were three candidates that Diana felt should be interviewed. Interviews will be conducted on 8/22 starting at 6:00 PM. A special library board meeting to follow at 7:00 PM to review the interview process and choose a candidate to make a conditional job offer to. The interview team will consist of Bev Boyda, Cindy Furrer, Diana Tallent, and Joel Erickson.

B) We have been informed by SELCO that we are eligible to have someone on the board of SELCO. We will review the job description and make a decision at our next meeting. The board member cannot be a staff member.

C) Diana and Joel have been working on the budget for 2012. Books and shelving are in the capital outlay category. There was a question about phone costs. Diana will review to be certain of the expense. Motion by Langer, 2nd by Matchinski to request 2012 funding. Vote for: Langer, Furrer, Boyda, Matchinski. Motion carried 4-0.

D) A job description has been created for the internship program at the library. Discussion follows about length of internship and the interview process. It was decided to have a fall, winter, spring and summer term. This would coincide with school terms. Diana and one board member will interview the applicants. Diana will make the final decision and may dismiss or retain current interns as is desirable for further terms. The job posting will be put in the Lonsdale News Review for two publications. Diana will update the board as things progress. Motion by Matchinski, 2nd by Langer to approve the internship program. Vote for: Langer, Furrer, Boyda, Matchinski. Motion carried 4-0.

E) We will re-visit the meeting room policy and fees. There was some confusion about who is charged a fee and who is not. Also what does the deposit cover? Having a fourth priority group was discussed. Furrer will contact the Crusader Center to find out their rates and policies. Tabled until next meeting.

F) Next meeting will be 8/22 at 7:00 PM to make a conditional job offer for the circulation clerk.

13. ADJOURNMENT

Motion by Furrer, 2nd by Langer to adjourn the meeting. Vote for: Langer, Furrer, Boyda, Matchinski. Against: None. Vote: 4-0. Motion carried. Meeting was adjourned at 8:16 p.m.

Submitted by
Cindy Furrer
Secretary