

City of Lake Elmo
The Lake Elmo Library Board
Wednesday, November 13, 2013
Lake Elmo Public Library
Meeting Room
3537 Lake Elmo Ave. N
6 p.m.
MINUTES

12.11.2013 Lake Elmo Library Board Meeting Minutes
Motions are italicized.

Present: Steve DeLapp, Paul Ryberg, Renee Murray, Mike Pearson, Brett Emmons ,
Marjorie Williams, Rosemary Meier, Ann Buchek, Sarah Linder, Megan Schmidt

Meeting called to order by Steve DeLapp at 6:03 p.m.

Agenda approved with minor amendments (reordering of existing agenda). Ann
moved to approve, Mike seconded, and passed unanimously.

Review of minutes. Holiday decorating guidelines were missing, so Renee will add
those to this month's minutes.

Treasurers Report (Paul): Per city, the library will be billed \$0 in property taxes in
2014, but will be billed in 2015 for the rented portion deemed taxable. Paul added
that we need clarification from city on these taxes. Paul and Linda will work with
city to get a better explanation.

Marjorie said she contacted the state librarian to learn about law vis a vis
city/library relationship with respect to finances. State librarian explained that best
practices is to keep library finances separate from city for auditing purposes. Sarah
L. explained that city has the library expenses and revenues separated in their
system. Sarah reported that she received the 2011 and 2012 library general ledger
from city, and Sarah is entering that data into a separate system so that we have a
parallel system, and we can add other accounts specific to our system such as
donations from Friends, etc. to produce a complete reporting tool for library
finances.

There was discussion of budget vs. actual numbers as reported on the latest
spreadsheet. We are projecting around \$40,000 surplus for 2013, but there are
some expenses yet to be entered for 2013.

The treasurer explained that city has asked that we leave 10% of our surplus into a
"fund A" (reserve). *Therefore, Paul made a motion for board to set aside \$26,000 for a
cash flow fund (about 10% of total budget) at the end of 2013 in accordance with our*

agreement with city council. All remaining monies will go into another fund (emergency fund). Discussion. Seconded by Sarah. Motion passed unanimously.

Paul will be leaving as treasurer, and he requested that someone else be appointed. There is a nominating committee in place, and Steve said they'll be making recommendations.

Library Director Report (Linda): Board addressable item on Linda's report was her recommendation that we hold a board retreat/planning workshop early in 2014.

Marjorie made a motion: Board will conduct a planning retreat toward end of January, 2014. Paul R. seconded. Discussion. Paul recommended a facilitator who has offered to work pro bono, and Linda said she would coordinate with that person. Passed unanimously.

Friends Report (Paul): Friends of LE Library are conducting a children's book sale, and it's going well. More books were shipped out to BWB.

Committee Reports:

Collections: New oversized book labeling completed, and Linda gave training to cataloguers at their last meeting.

Facilities (Steve): He's working on drawings for an ADA bathroom. Suite 120 (old computer biz) now has a new lock, and Linda has the key. Steve said they would start next week on creating an opening in the wall from the children's series room to the new space in the front of building.

Sarah reported that all parties are evicted from Suite 120. Priority One will be notified that they can pick up items that remain in the space. Sarah asked for volunteers to monitor the move out, and Marjorie, Paul, Ann, and Mike volunteered. Sarah proposed Tuesday, Dec 17, Thursday, Dec 19, and Saturday, Dec 21st during business/library open hours as move out days (next week) to give them Priority One choices on move out time.

Sarah made a motion for permission to facilitate the move out under her supervision with the attorney's approval. Seconded by Rosemary. Passed.

Suite 140: Sarah said that a letter was sent to this tenant requesting compliance with insurance requirement by January 17th. If tenant is not in compliance by that date board action will be taken.

Personnel (Marjorie): *Marjorie made a motion to close library on Tues, New Years Eve Day. Seconded by Rosemary and passed unanimously.*

Linda described the Experience Works Training program. We can have a part-time employee (around 20 hours a week) through this program, paid for by the program. The program participant lives in Lake Elmo. *Motion made to authorize library director to retain services of a staffer through the Experience Works Training program. Seconded by Sarah L. Passed.*

Outreach (Ann): The December 7th “Chemists in Library” program was a great success, with 57 participants. Ann reported that the programming committee organized 47 programs in 2013.

Old Business:

Building use:

Suite 120 area (the old computer business) is slated to become the children’s area. The present plan is to put a door through the children’s series room. Discussion.

Paul made a motion that Suite 120 and Suite 190 be removed from rental space and made into library space. Marjorie seconded. Passed unanimously.

Inclement weather policy (Linda): Linda will draft a written policy for review at our next meeting. *Renee made a motion to give the library director discretion to call a snow day at library. Seconded by Mike. Passed unanimously.*

Electronic resource loss for Washington County purchased card holders (Linda): Linda read an email from Pat Conley stating the new policy. The new policy is that anyone with a card purchased before December 1st will have the use of electronic resources until the expiration of the card. Cards purchased after December 1st will not have access to these resources.

Ann reported that Ramsey county will allow access to ebooks with a paid (\$60) card. Linda will investigate use of these cards.

Linda described the options available to us with costs. OverDrive, Freading, Tumblebooks -- discussion of cost/benefits and level of use.

Marjorie made a motion that we purchase the Tumblebooks subscription (\$699), Freading subscription (estimated at around \$1200), and purchase Audiobooks (TEI Landmark Audio) (\$651.08). Because Freading is a “pay as you go” based on usage, we will monitor the Freading up to \$1000 cap and review the program at that time.

Paul said that Friends of Lake Elmo Library may be able to fund the Tumblebooks subscription.

Mike P. suggested tabling until we have more discussion/information about cost of ebooks (Lake Elmo resident use) to the county library system. We would simply be

delaying this decision until city council completes revenue research and discussion with county.

Marjorie amended her motion to table discussion on Overdrive and Freeding subscription but continue with Tumblebooks if the Friends will be pay for it.

Seconded by Renee. Passed unanimously.

Motion from Marjorie Williams: Lake Elmo Library board recommends that city council discuss this issue with county commissioners to alleviate revenue concerns.

Seconded by Renee. Passed with one nay from Sarah L. (6-1)

Mike P made a motion: In order to buy LE residents same ease of access and use of the county library system similar to all other Washington county residents, the Lake Elmo Library Board requests that the city council provide an annual distribution of \$80,000 (using library levy dollars) to the county. This direct fee for service amount reflects Lake Elmo residents 2013 county card purchase revenues and an additional \$50,000.

Seconded by Steve.

Lengthy discussion.

Steve called the vote. Renee seconded. Passed. (5-2 – nays were Sarah and Marjorie).

Motion passed (4-3). For: Mike P., Paul R, Steve D., Renee M. Against: Sarah L., Marjorie W., Rosemary M.

Executive Session:

Motion made to give 2.5% 6 month evaluation raise to Library Director. Amendment by Paul Ryberg to give a 3% raise beginning Jan. 1, 2014.

Amendment seconded.

Vote on amended motion (to give 3% raise to Library Director Linda Orsted). Passed unanimously.

Sarah discussed negotiations with the ex-tenants of the computer biz for back rent and penalties.

Board then discussed the tenant debt and the process for recovery (Sarah working with the attorney).

Adjourned at 11:45 pm