

Hudson Area Joint Library Board
Meeting Minutes of December 14, 2009
Approved

Meeting called to order by President O'Connor at 6:30 pm.

PRESENT: Library Board members: Jim O'Connor, Dan Gavin, Dave Ostby, Dan Koch, Mike Hipsher, Alan Burchill, and Sarah Smith. Marion Shaw absent.

ALSO PRESENT:

Mary Davis, Linda Donaldson, George Klein, Randy Hanson, Kyle Yeazle, Nate Skoog, Judy Kelly, and Scot O'Malley.

PUBLIC COMMENT:

None.

Next meeting Monday, January 11th at 6:30 pm.

MINUTES:

MOTION by Ostby, second by Smith, to approve the November 9th meeting minutes. Vote taken. All ayes. – MOTION CARRIED.

PLANNING COMMITTEE

Final approval of lease and purchase option for 700 First Street

MOTION by Smith, second by Hipsher, to approve the final lease agreement which includes the option to purchase the NMC building (700 1st Street) and the white building (701 2nd Street). Roll call vote taken. All ayes. – MOTION CARRIED.

Expansion plan update and approval to submit to Hudson and solicit bids

O'Connor reviewed the layout plans for the library in the NMC building. One-half of the first floor would contain the circulation desk, processing area, public access computers, staff offices, book drop, and lobby. The shorter wing of the upper floor would be the children's library and story room areas. The larger wing will contain the adult library.

Mike Krueger, City of Hudson IT representative, requested that a training room for Hudson city use be a part of the library with the understanding that the computers in the training room would be available to library users when not in use for training.

Action on contract with Boarman, Kroos, Vogel (BKV) Group for design services

Gavin inquired if the library needs to follow the City Procurement Policy given the projected design services in the BKV contract. O'Connor will investigate if the library needs to follow the City Procurement Policy.

Gavin requested that the library have an addendum that states the library will incorporate the City Procurement Policy.

MOTION by Hipsher, second by Gavin, to approved the BKV Group proposal and not spend in excess \$67,325 with additional expenditure requiring approval by the Library Board, contingent upon the library not needing to follow the city's bid process.

Channel 15 space request

Judy Kelly chairperson of the Community Cable board requested consideration in leasing space for Channel 15 in the NMC building.

MOTION by Gavin, second by Ostby, to request that the Planning Committee look into the request from Channel 15 and work with the BKV Group to analyze existing space to determine if the Library Board should move forward with some form of an agreement to work together with the City and Channel 15, to re-negotiate SECTION 17 Assignment and Sublease of the library's NMC building lease agreement. Vote taken. All ayes. –MOTION CARRIED.

Burchill stated that the lease agreement approved by the Library Board earlier in the meeting states "library shall not sublease the premises."

FINANCE COMMITTEE

O'Connor reported that the Housing and Urban Development grant (\$147,000) available until September 2010 can be used for architectural fees and equipment, such as, the elevator. Additional funds for this project would come from Impact Fees (\$539,853) and if need be the Donated & Building Funds (\$168,262).

DIRECTORS REPORT

Donaldson reported that the L.E. Phillips Public Library in Eau Claire, WI remodeled the Children's Library and are offering the older shelving to libraries. Jeff Zais and Donaldson will visit the library and determined if any of the shelving would work in the NMC building for the Friends of the Library or the processing area of the library.

Back to Books is closing at the end of the year and the owner is willing to donate up to \$5,000 of books to the library starting on December 26th.

Correspondence from Back to Book stated "We've made the decision to donate our books to the public library system so that the community may continue to enjoy them in perpetuity. "

Davis reported that children's program attendance is down from last year. Possible reasons include weather and flu season. School visits show an increase due to class visits by Trinity Academy students in grades 6th 7th and 8th.

POLICY COMMITTEE

None.

CLOSED SESSION

MOTION by Burchill, second by Hipsher, to convene in closed session under WI Statute 19.85 (1) (b) to consider evaluation and compensation of library employees. Roll call vote taken. All ayes. – MOTION CARRIED.

RECONVENE INTO OPEN SESSION

MOTION by Ostby, second by Burchill, to reconvene into open session for possible action on employee compensation. Vote taken. All ayes. – MOTION CARRIED.

MOTION by Ostby, second by Burchill, to increase the Library Director's salary by \$1,800 in 2010. Vote taken. All ayes. – MOTION CARRIED.

MOTION by Burchill, second by Hipsher, to reclassify the Children's Librarian position to Children's Librarian I, Grade 12 and establish a Children's Librarian II, Grade 13 position moving Mary Davis to Children's Librarian II, Grade 13 with hourly rate at \$19.48. Vote taken. All ayes. – MOTION CARRIED.

MOTION by Koch, second by Burchill, to accept the personnel plan presented that involves splitting the 27 hour Librarian Assistant vacancy into a 20 hrs Librarian Assistant position and a 10 hour Library Clerk position. Vote taken. All ayes. – MOTION CARRIED.

BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

O'Connor reported that the District Attorney received a complaint that the Library Board was in violation of open meeting law. Jeff Redmon has sent correspondence to the District Attorney in regards to the complaint.

Redmon wrote that the substance of the agreement was previously discussed in open meeting and during the time of emailing none of the Board Members requested a meeting. A new vote will be taken since the City revised the lease agreement after the emailing due to changes in insurance coverage, so the complaint is moot at this time.

Gavin requested the Policy Committee create a proposal that outlines the protocol to follow when a Library Board member is speaking at public meetings.

Adjourn

MOTION by Hipsher, second by Ostby, to adjourn the meeting. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 8:50 pm.