

**Hudson Area Joint Library Board  
Meeting Minutes of February 9, 2009  
Approved**

Meeting called to order by Vice President Hipsher at 6:35 pm.

PRESENT: Library Board members: Scot O'Malley, Dave Ostby, Sarah Smith, Dan Gavin, and Mike Hipsher. Absent were Jim O'Connor, Dan Koch, and Marion Shaw.

ALSO PRESENT: Linda Donaldson, Library Director Jacki Bradham Village of North Hudson, Yvonne McCombie City of Hudson, Opal and Manfred Rorig City of Hudson.

PUBLIC COMMENT:

None.

Next meeting is Monday, March 9th at 6:30 pm.

MINUTES: MOTION by O'Malley, second by Ostby, to approve the January 12<sup>th</sup> meeting minutes with correction. Vote taken. All ayes. – MOTION CARRIED.

DIRECTOR'S REPORT

History Room

Donaldson provided a summary of the History Room collection and procedures followed when individuals need to use the resources in the History Room.

Jackie Bradham distributed a historical report from Nancy Hawkinson who was unable to attend the meeting. Bradham stated having a copier in the History Room may discourage individuals from removing resources from the room.

After discussion, by consensus it was recommended that the library staff copy the Driver's License of individuals wishing to use the History Room resources, place a sign on the History Room door stating "you need to register at the adult circulation desk before using resources in this collection," and recommended that the Historical Society send a yearly letter to user's requesting return on any resources removed from the History Room and asking for contributions to help defray cost in maintaining and improving the collection.

Rental/Lease Agreement

Donaldson reported after discussing with Kathy Norden Library Director when the Library moved into the Municipal Building, Devin Willi City Administration, and after reviewing old Library Board minutes, she did not find any information that a rental or lease agreement was ever signed. Donaldson noted that the Library started paying rental fees in 1997 at a yearly sum of \$22,000.

Carpeting

Donaldson reported that she is awaiting a quote from St. Paul Linoleum and Carpet Company. Donaldson will take this quote to Deb Andrews in Public Works and plans to attend the Public Works committee meeting to discuss replacement of the existing carpeting.

Circulation

The circulation comparison between January 2008 and January 2009 was -1.80%. Donaldson noted in January 2008, the Library offered story time programs and in January 2009 the Library did not offer any story time programs.

PLANNING COMMITTEE.

Hipsher reported the Planning Committee is reviewing short and long terms solutions for the Library. He noted that the Library should expect to be in this building from 18-24 months. He mentioned that the building has additional rooms available to rent and that the City would be willing to rent to the Library.

The BKV architectural firm has proposed creation of an "Idea Book" that would offer solutions to the existing space, workflow, and customer service needs. Funding would come from line item 829 Capital Improvements. BKV would hold listening sessions with the Library staff, Board Members, and Planning Committees.

MOTION by O'Malley, second by Gavin to authorize BKV to go forward in collecting data for an "Idea Book" according to the outline in Part three of the BKV memorandum to us and not exceed \$3500.

Donaldson has the original blue prints of the building.

FINANCE COMMITTEE

Smith reported that the Finance Committee approved the January expenditures.

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POLICY AND PERSONNEL COMMITTEE

Donaldson met informally with Dan Koch to discuss mission, value, and vision statements.

BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

None.

ADJOURN: MOTION by Hipsher, second by Gavin, to adjourn the meeting. Vote taken, all ayes - MOTION CARRIED. Meeting adjourned at 7:10 pm.

Linda Donaldson, Library Director