

**Hudson Area Joint Library Board
Meeting Minutes of May 11, 2009
Approved with correction**

Meeting called to order by President O'Connor at 6:35 pm.

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

ALSO PRESENT: Teresa Johnson, Chair of St. Joseph, Linda Donaldson Library Director, Mary Davis Children's Librarian.

O'Connor welcomed new board member Alan Burchill representing the City.

PUBLIC COMMENT:
None.

Next meeting is Monday, June 8 at 6:30 pm.

MINUTES: MOTION by Ostby, second by Shaw, to approve the April 13 meeting minutes. Vote taken. All ayes. – MOTION CARRIED.

DIRECTOR'S REPORT

Donaldson reviewed the need for additional shelving space in the adult fiction collection and the height of the shelving (7 feet) and access to materials at that height.

She mentioned shifting materials from the young adult nonfiction and audio book collection into the adult collection to free up space for the fiction young adult titles. This area has since become crowded with new materials.

The carpeting decision will be placed on hold until the Planning Committee reviews the report from John Thompson, Indianhead Federated Library System Director, and renovations of the library.

MOTION by Gavin, second by Burchill, to direct the Finance Committee to begin conversation/negotiations with the City to negotiate a tenant/lease agreement with the city to clarify responsibilities for the building and maintenance/repair, etc. Vote taken. Ayes (3). O'Connor and Shaw opposed. MOTION CARRIED.

Donaldson presented an overview of the Library User Survey. Gavin noted the overall comments show the patron satisfied with library services and employees. Donaldson will check if the patron use survey could be email to library patrons.

The library circulated 1,895 additional items between April 2008 and April 2009.

STRATEGIC PLANNING COMMITTEE

The committee is favoring the first floor minimal renovations of the library and is awaiting the John Thompson and the Frisbie's report. The committee will meet May 20 6:30 pm.

FINANCE COMMITTEE

O'Connor reviewed the 2008 financial summary. He noted impact fees will begin expiring in July 2011. Impact fees are designated for the library and are under the control of the municipality collecting impact fees. Johnson requested that the summary sheet include notation that the funds are in the municipal bank account. Housing and urban Development Grant (\$147,000) is available until September 2010.

O'Connor presented a library sign proposal. He detailed the suggested location for the signage. Purchase of nine signs would be \$603. Johnson recommended checking prices with other sign suppliers. By consensus, the purchasing decision will be at the June meeting. Burchill will check with the city's public works on the cost to install the sign on city right of way.

POLICY AND PERSONNEL COMMITTEE

Gavin reported the purchasing approval guidelines are to allow the Director freer access to some of the discretionary purchases that occur in certain categories of the library budget. When purchases exceed the limitation, the Director will bring this purchase to the Library Board. Document one and Document two presented and discussed. After discussion, MOTION by Burchill, second by Gavin, to approved document one with changes. MOTION by O'Connor, second by Gavin, to approved document one with changes (category 312 reads Semi-annual purchases and/or up to 10%

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monthly; category 395 increased to 20% monthly; and category 398 increased to 20% monthly. Vote taken. Ayes (4). Shaw opposed.

By-laws update will be carried over to the June meeting.

BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

Election of officers will be at June meeting. Community garage sale Saturday May 30. Family of Christ Church. 9:00-2:00 pm Friends books sale. Burchill suggested posting approved minutes on the web site and bulletin board. Monthly bills on web site. . 2010 budget.

ADJOURN: ~~MOTION by Gavin, second by Hipsher, to adjourn the meeting. Vote taken, all ayes -~~
~~MOTION~~[LAD1]-CARRIED. Meeting adjourned at 8:03 pm.

Linda Donaldson, Library Director