

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

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

PRESENT: Library Board members: Marion Shaw, Jim O'Connor, Dan Gavin, Dave Ostby, Dan Koch, Mike Hipsher, and Sarah Smith. Alan Burchill was absent. Scot O'Malley attended representing Hudson, but did not vote.

ALSO PRESENT:

Mary Davis, Linda Donaldson, George Klein, Joseph Cothorn, Dolly Qualls, Nick and Laura Whitney, Ruth Knapp, Bill and Sally Friedlander, Randy Hanson, Beth Pohlgren, Nancy Langness, Deanne Bauer, and Lori Bernard.

PUBLIC COMMENT:

None.

Next meeting Monday, December 14th at 6:30 pm.

MINUTES:

MOTION by Ostby, second by Hipsher, to approve the October 12th meeting minutes. Vote taken. All ayes. – MOTION CARRIED.

STRATEGIC PLANNING COMMITTEE

Hipsher reviewed the projected 2011-2014 library budget which included a 3% yearly increase in revenue, a 3% yearly increase in expenditures, and a 3% yearly increase in rent. The projected budget includes yearly contributions from the Friends of the Hudson Area Joint Library of \$15,000 and included unallocated reserve funds of \$41,000 to \$46,000 to make up the shortfall between revenue and expenses. In January 2009, the reserve fund was \$374,000.

Renovation of the building is estimated to be \$500,000-\$700,000 including the installation of an elevator. Funding for the renovation would include Impact Fees (\$540,000), library building donations (\$168,000), and the Economic Development Initiative-Special Project grant (\$147,000).

The Economic Development Initiative-Special Project grant is designated for project planning.

5-YEAR LEASE

O'Malley and O'Connor answered questions by board members about the content within or not in the lease agreement e.g. recouping cost of capital improvements, changes in ordinances in the future that would impose restrictions to the library, parking by police, cleaning up environmental contamination such as motor oil in garage, transferring rental funds by the City Finance Officer, purchasing 700 First Street and 701 Second Street, parking lot availability to library patrons, and fulfilling the lease agreement General Public Liability insurance standards.

MOTION by Hipsher, second by Smith, to approve the 5-year lease with four modifications-Section 1(D) The joining parking lot is to be used primarily by the library and a maximum of the six parking spaces for the police department; Section 6 The city agrees to not significantly alter restrictions upon usage of the building. Section 7 The city agrees to not perform vehicle maintenance at the 700 First Street location. Section 17 The City agrees to not sublease their portion of the premises at any time if the library exercises the purchase option. Roll call Vote taken. Six ayes. Shaw opposed. -- MOTION CARRIED.

FINANCE COMMITTEE

None.

DIRECTORS REPORT

O'Connor noted that at the September meeting the Library Board approved changing public access hours with implementation beginning November 1st. O'Connor stated that due to limited lead time implementing the new employee hours and the feeling that this was not the appropriate time to make the changes during the time of negotiations between the City and Xcel and the time needed to reschedule children's programming. Reasoning behind the reduction in hours was to offer employees' time to work without interruption since the circulation, cataloging, processing etc. is increasing and staffing is not increasing. Motion by O'Connor, second by Smith, to move the changes in public access hours from November 1st to January 1st, 2011. Vote taken. Six ayes. Shaw opposed. – MOTION CARRIED. Library open hours starting on January 1st will be 11:00-8:30 M-TH, 11:00-5:30 Friday, and 9:00-1:00 on Saturday.

POLICY COMMITTEE

Gavin reported that per attorney Jeff Redmon's advice, only an appointed library board member can vote. There is no provision for alternate members. When an appointed official is unable to attend a meeting, the appointed official would need to resign and a new member would need to be appointed in order to having voting privileges at the meeting. Proxy and written voting is not possible under the Joint Agreement. A trustee can attend a meeting by conference call.

BOARD COMMENT AND ITEMS FOR FUTURE AGENDAS

Gavin requested that the 2011-2014 Projected Hudson Area Joint Library Budget show no increase in the municipal funding. Hipsher will bring this information to the December meeting.

O'Connor reported that he will research ways to improve communication with the public and library patrons. He would like to explore hiring a professional communication specialist. Ostby mentioned the Thompson report that mentioned free communication services that may be available. O'Connor will research this topic and bring this information to a Board meeting.

Koch mentioned the need to pay attention that what is outside the library e.g. neighborhood, accessibility, crosswalk, bathhouse and to remember the need to take into consideration public concerns.

O'connor will bring a report detailing the criteria in using the Economic Development Initiative-Special Project grant and Impact Fees.

Adjourn

MOTION by Koch, second by Ostby, to adjourn the meeting. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 8:10 pm.