

## **Hudson Area Joint Library Board**

Meeting Minutes August 9, 2010  
Approved

Meeting called to order by Sjoberg at 6:30 pm.

### **Roll call**

The following Board Members were present: Roy Sjoberg, Mike Hipsher, Scot O'Malley, Rob Howard, Dave Ostby, Marion Shaw, Dan Koch, and Dan Gavin.

Others present: Linda Donaldson, Mary Davis, Matthew Winkler, Pat Zais, Jeff Zais, Jim O'Connor, Ruth Knapp, Regina Zedell, Donna Miller, Gloria Kramer, Mike Kruger, and Amy Richardson keeping Minutes.

Meeting date for September was set for Monday, September 13th, at 6:30 PM.

### **Minutes**

Donaldson stated that the agenda for the August meeting was sent to the media and municipalities on July 30, 2010.

The floor was opened to any comments or questions regarding the July meeting minutes. Shaw stated that on page 2, in the second paragraph, the minutes state that "Sjoberg invited Library Trustees, full time staff, and community members.....", with regards to the *Ad Hoc* meeting. Shaw stated that he did not receive an invitation. Donaldson briefly explained that the context of the word "invited" wasn't to be interpreted as "registered mail".

MOTION was made by O'Malley, second by Hipsher to make a correction in the minutes to this statement (see note [\*] below). Vote taken. All "ayes" passed the vote.

O'Malley thanked Donaldson for preparing the meeting minutes in the past.

As the next item was being brought up, Donaldson asked if the Minutes had been voted on, with the reply of a "yes".

[\*] In listening to the audio file of this meeting, at 00:04:42, O'Malley makes a motion to approve the correction to the minutes and the motion is re-worded by Sjoberg that the motion is to approve the minutes with said correction. According to Robert's Rules of Order, the motion to make the correction should have been a separate vote, followed by another motion to approve the minutes. Minutes for August meeting will keep this noted in case of further discussion or discrepancy on this issue. (AR)

### **Citizens' requests to speak**

Knapp, Town of Troy, and Zedell, St. Joseph Township, wanted to bring to the board's attention some handicap accessibility issues.

- The need for more handicap parking in the parking lot (with specific concerns for larger vehicles, like vans).

- The need for clear signage defining the police parking stalls and library parking stalls.

Zedell noted that the portion of the library website that gives a description of the parking and handicap accessibility information isn't clearly stated. Another concern Zedell offered was the lack of automatic door openers. She asked permission to submit further information and statistics on handicap accessibility and to provide helpful information to be placed on the website.

Sjoberg accepted this offer and also stated that the library is currently accepting competitive bids for installing handicap accessible door-openers on the South entrance into the building. Sjoberg also stated that one-third of the library patrons entering the building use the North entrance, while the remaining two-thirds use the South entrance, which is the reason behind the decision to install the automatic door openers at the South entrance.

A follow-up statement by Zedell also pointed out that the website lists handicap parking availability in the Lakefront parking lot, but that it would not be practical for the handicap patrons of the library, but noted that the board was agreeable to changes necessary to meet the needs of handicap patrons.

O'Malley stated the parking lot is a public lot under the jurisdiction of the City of Hudson.

Sjoberg stated that the first priority during hours of operation is for the police and library. O'Malley noted that it is a public parking lot and this topic will be discussed at the next City of Hudson Common Council Meeting, August 16th.

Zedell was thanked for bringing handicap concerns to the board's attention.

Zais representing the Friends of the Library organization spoke about her time spent at the Community Market on Saturday, July 24th, located on Locust Street in Hudson. Zais noted some comments that community members had on the new library.

The new library was described as "Heavenly": "Love it! Oh my gosh, it is gorgeous! It's about time.": A gentleman that had brought his handicapped daughter to the library one morning to find that it wasn't open until 11am commented, "It doesn't open early enough!": "Haven't been there.": "Need to get there.": "I haven't been there yet, but my kids were third in the door with their grandmother.": "Love the new library!": Someone recommended a roof telescope program if there was access.

Zais also showed the new design of the Library Buck, a coupon given to individuals during promotional and reward opportunities (i.e. parades and children's library programs) worth \$1 to be spent in the Friends Book Store.

Zais complimented Sjoberg on the article about the library that appeared in the Hudson Star Observer August 5th.

Zais showed the new "Self Pay" station that is in use at the Friends of the Library bookstore. It also has a place for "Suggestion" cards.

Miller stated that she had been out of town during the transition to the new building and, upon her first visit to the new location, was overcome with emotion. She extended a heartfelt thanks to the members of the board, the planning committee, the staff, the Friends, and everyone that worked so hard to make this move happen. She also complimented Sjoberg on the interview he did for the Hudson Star Observer and describing obstacles that still exist.

Gavin stated that he received a call from Johnson, Chairperson for the Town of St. Joseph, expressing her concern about a 16% increase in the budget for the library in the coming year. Gavin went on to explain that, though he wasn't told how that information was conveyed, it is important Library Trustees, and the community that attends Library meetings relay information that is truly decided on. Gavin emphasized that all decisions made at the board

level need to be conveyed correctly to members of the area communities to avoid mistrust of appointed municipal library trustees.

Howard stated that he recently attended a Village of North Hudson board meeting and invited all in attendance (and watching on TV at the time) to stop in and visit the new library.

Sjoberg followed up the comment by stating that he had requested all of the area municipalities of Hudson Library place information on their websites informing citizens of who represents them on the Library Board. He also asked Winkler to make sure that everyone is properly identified on the library website.

## **President's Report**

Follow up to the *Ad Hoc* Strategic Mid and Long Range Planning meeting held on July 15, 2010 (issue identification and notes provided) was discussed. Sjoberg stated that the meeting was a learning experience for him and gave him the opportunity to hear the real concerns that the municipalities have with respect to their own budgets. He added that the committee will go forward, although he will "hold it" for a while due to other foundation meetings and the Library's Grand Opening in the coming weeks.

Sjoberg invited Board Members to attend the Library Trustee Workshop, Sharing Your Story: Where You Are Now, Where You Want To Be Tomorrow. This workshop on August 31st, from 6-8pm, at River Falls Public Library, will cover information on planning and budgeting, using planning information to advocate for your budget, and using a variety of means to share your library's story (i.e. stories, statistics, state standards, pictures, and graphics). Sjoberg reminds the board that this workshop will be "just in time" with the presentations of the budget proposals coming up to the area municipalities.

## **Director's Report by Linda Donaldson**

Donaldson updated the Trustees on the Lakefront Library Renovation Project by noting confirmed cost and proposed cost to date.

The proposed budget amount for Ellner's Blinds will increase by \$1,200. -Gavin asked whether the additional cost was due to adding more blinds or the cost being higher than originally expected. Donaldson explained that there was a need to purchase two new blinds.

Amdahl Locksmith quoted expense is firm at this time.

Fat Boy Bean Bags expense should be close to \$660.00.

Handy Works, a gentleman that provided coat racks and tiles in the ceiling (among other things not on the punch list for Keller), is paid at an expense of \$513.63.

The lockers, provided by National Business Furniture, has been paid \$797.41.

Donaldson is working on getting two quotes for carpeting in the South vestibule.

O'Malley requested that the "Free Book" cart be moved from the South entrance.

B & B Electric has been asked to give a quote to move the upstairs light switches closer to the stairs. Right now, they are located at the far North end of the building, causing staff to walk through darkness at closing time. The art lights are also in need of being repaired or capped. Sjoberg will be meeting with B & B Electric on these issues.

O'Connor gave a financial break-down of costs and estimates of the library's move

- The project was budgeted at \$697,000. So far, \$642,000 has been committed to accomplishing this project. At this point, costs are \$54,000 under budget. After the project started, the furniture component was added at \$120,000, which is coming in as expected. The project will end significantly under budget, but the original budget did not contemplate the number of things that were inherent in the building. O'Connor also took time to acknowledge the accomplishments of the staff for working through this project and any of its hurdles.

#### Staffing concerns

Donaldson started by pointing out that the current Library janitor is very good at his job and that she is pleased with his work performance. There are 5 library aide positions that are in need of filling. One new-hire is already placed into one of these positions. The openings are due to student employees transitioning to college or relocating. There is concern about coverage of the library and the need for more adult, professional employees. The teens who are staffing the shifts now are expected to cover both shelving duties and responsibility of the reference desks.

Winkler commented on a complaint he received from a patron earlier in the day about the lack of drive-up book drops. Donaldson stated that there will not be any drive-up book drops added to the library. Sjoberg asked Winkler to put information on the website pertaining to this matter.

Davis expressed her gratitude to the Friends of the Library volunteers that come in and help during her programs. These volunteers help with patrons, the children's reference desk, shelving, and answering questions. Davis reported that 932 kids are signed up for the Summer Reading Program. Of that amount, 200 are in the Pre-Teen and Teen categories. Donaldson added that the teens have been an active part of the library since the move.

### **Finance Committee Report**

Donaldson stated that \$135,000 was transferred into the account to pay the rent on the building.

Sjoberg included that the Finance Committee met on August 4, 2010, to discuss the coding and costs of the building, as well as a budget to maintain the cost of operations of the library.

Kruger, Information Technology Specialist for the City of Hudson, requested to speak to the board to ask for an increase in IT staffing, or an equivalent solution, to cover the hours needed to provide technology support to the library, due to the increase in volume of technology usage by patrons. Kruger stated that Brian Watson, a part-time staff member of the city's IT department who is stationed at the library in the server room, is available for more hours and could be used on an "as needed" basis.

MOTION by O'Malley, second by Gavin, to pay Brian Watson \$30 per hour on an "as needed" basis when technology support is needed. Kruger added that billable hours for IT support are easily tracked by having to submit a trouble ticket. An amendment was made and seconded to not go over the \$12,000 allowed for technology in the budget. Vote taken-all ayes. The MOTION, with amendment, CARRIED.

Sjoberg noted that library usage has increased since moving into the new building. In July, 2009, the total number of new library cards was 187. In July, 2010, 416 new cards were given.

On June 9, 2010, a bill was submitted to Hudson Library from River Falls library for the cost of circulation. They billed Hudson for \$2.65 per circulation item, resulting in a cost of \$22,554. O'Malley pointed out that Hudson costs significantly less per circulation item and it would save tax payer dollars to use Hudson.

Finance options are noted below. These factors would remain constant throughout all options:

- Health insurance is up 21.9%, with a cost of \$52,363. Reimbursement to other libraries has gone up 41% to total \$32,344 and the increase in rental costs for the building is up 87%, with a cost of \$122,400 in 2011. The total cost of operations for 2011 is projected to increase by 27.4% for a total of \$366,725 and the total expenditures for 2011 is expected to increase 21.7% to \$875,409.

Zero increase in municipal support with 2% staff salary increase plus one full-time equivalent. Total revenues would be up 2.7% for 2011 for an income of \$739,025. This would leave a deficit of \$136,384, but because of the donation support from the Friends of the Library, a \$15,000 contribution, the net loss would be \$121,384.

Break even municipal support with 2% staff salary increase plus one FTE. Total revenues would increase 19.6%, resulting in total revenues of \$860,409. With the assistance of the \$15,000 donation from the Friends of the Library, this would result in a zero surplus or loss situation, or a "break even".

One-third the way to break even municipal support with 2% staff salary increase plus one FTE. This proposal was approved and recommended by the Finance Committee on August 4, 2010. Total revenues would be up 8.3% for a total of \$779,471. The total increase, at 6.43%, in support from the municipalities equals \$40,446.31. This option results in a deficit of \$80,938 after the support from the Friends of the Library.

MOTION by O'Malley and seconded by Howard to approve the recommended proposal of the Finance Committee.

Comments made by board members:

- Gavin questioned if 3 years was too aggressive for the budget. He's not convinced that this proposal is the right thing to do, but will support it if voted in.
- Koch agreed with Gavin, to a certain degree, with respect to the time line. He agrees with the proposal and feels the need to shift the general public's perception of the library to that of seeing it as an asset and not an expenditure.
- Shaw comments on promises made to the public at the beginning of the process to move the library. He spoke of "no new taxes" promises by the Mayor and a plan to take 5 years to utilize the funds. He feels the public deserves the sincerity to honor what was said.
- Ostby added some concerns about his municipality and where the increase will come from.
- Howard felt that the proposal was a good plan because it shows the way to solving a problem. He stated that it seems to be the right thing to do and didn't feel the need to "bleed the well" in one year with the break even plan.
- O'Malley referred to Gavin's comments and reminded everyone to keep these kinds of issues in mind when casting ballots in the upcoming election for WI State Assembly. O'Malley asked board members to encourage their perspective council members to visit the new library and stated that they can't be asked to vote on the budget without first seeing the building.
- Hipsher suggested that municipalities use the 3% from last year that was forgone to help with the 6% needed for the proposed budget.

Roll Call Vote taken:

Hipsher (Yes): O'Malley (Yes): Howard (Yes): Ostby (No): Sjoberg (Yes): Shaw (No): Koch (Yes): Gavin (Yes)

**Motion carries**

Gavin volunteered to assist Sjoberg in writing a cover letter to use when bringing the proposal to the municipalities. Sjoberg accepted the offer and, while smiling, stated that it was not revocable.

## **Other Committee Reports [Policy and Personnel, Communications and PR, Planning]**

### **Policy and Personnel:**

Gavin (chair) confirms that the group has not met. Sjoberg asked that the group meet between the time of this meeting and May 2011 to evaluate staffing needs or concerns.

### **Communications and PR:**

Howard (chair) handed out a draft roster of nine individuals for the committee, with a note that he was looking for a couple more. He is looking for active teen participants and plans on attending the Friends of the Library meeting to recruit members. The first order of business will be the planning of the Grand Opening.

Teen participants would be 14-18 years old. Donaldson suggested calling Youth Action Hudson and asking the Police Department to participate in the Grand Opening. Members of the committee will be appointed by Sjoberg after being submitted by Howard.

### **Planning:** Tabled

Hipsher announced his resignation from the Library Board due to relocating to Minnesota. Sjoberg thanked him for the time he has dedicated to board and the Library.

## **Unfinished Business**

Signing of Lease and Purchase Agreement showing ratified addendum with regards to the sale of 701 2nd Street by Sjoberg and Hipsher on August 9, 2010.

Sjoberg discussed the future parking needs and suggested that surveying be done on the neighboring property of 713 2nd Street.

## **New Business**

Plan presentations of Proposed Library Budget to municipalities. Sjoberg will work with Gavin on cover letter.

In the interest of the board's advocacy and the public library, Sjoberg asked that the board members speak to their municipalities with persuasion, despite their personal votes on the proposal.

Scheduling for appearances at the municipality council meetings will be the priority over the next two months.

Date for Grand Opening is set for Saturday, October 2nd, 2010

## **Board Comments and Items for Future Agendas**

No comments at this time.

## **Adjourn**

MOTION adjourn by Hipsher and seconded by O'Malley. Vote taken. All ayes. Motion passed. Meeting adjourned at 8:30pm.

Minutes submitted by: Amy Richardson