

**Hudson Area Joint Library Board**  
Meeting Minutes of May 10, 2010  
Approved

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

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

ALSO PRESENT:

Mary Davis, Linda Donaldson, Matthew Winkler, Roy Sjoberg, Cindy McCleary, Jeff Zais, and Hugh Gwin.

PUBLIC COMMENT

None.

Next regular meeting Monday, June 14<sup>th</sup> at 6:30 pm.

MINUTES

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

MOTION by O'Malley, second by Hipsher, to approve the April 22<sup>nd</sup> special meeting minutes. Vote taken. All ayes. – MOTION CARRIED.

PLANNING COMMITTEE

Update on remodeling

Cindy McCleary representing the Boarman, Kroos, Vogel Group Inc. (BKV Group) reviewed the progress of the renovatgion project at the 700 1<sup>st</sup> Street building noting completed projects: installation of the sheet rock, removal of walls, removal of old carpeting adhesive, relocation of the existing casework is completed. Painting is 60% completed. The elevator is scheduled to arrive on Tuesday, May 11th.

The exterior book drop is not installed but the book drop equipment is on site. McCleary has not received the shop drawings for the circulation desk and the guardrail panels.

Keller Construction has been granted a four day extension due to the additional excavation at the elevator site.

McCleary distributed an updated construction budget and reviewed items listed on the budget.

Change order #1 resulted in an increase of \$5,670 for elevator excavation, canvas awning, ductwork near elevator, 6" vinyl base between carpeting and wall, and precast reinforcement in the basement for the elevator.

Change order #2 is not confirmed at this time. The changes in involves moving light switches, relocation of a door, raising the grate near the exterior book drop, relocation of a fire alarm panel, and reimbursement for deleting one card access panel. The expended budget is at \$431,296 and cost proposals are \$159,777.

Consider furnishings purchase

MOTION by Hipsher, second by O'Malley, to approve add alternates 3B and 3J of the furniture package bringing the total cost for the furnishings to \$117,360 and to authorize the BKV Group to let the bid and negotiate for cost reduction. Vote taken. All ayes. - MOTION CARRIED.

MOTION by O'Malley, second by Hipsher, to accept all charitable donations from foundations for library furnishings e.g. History Room, and to include the furnishings with the library purchase order noting that the library furnishing's package does not exceed \$117,360. Vote taken. All ayes. - MOTION CARRIED.

Authorize contractor payments

April pay requests from Keller Construction have not been received. Agreed by consensus that payment has been authorized by contract.

Updates on data/IT, sign, moving and related item

O'Connor reported that the signage contract totaled \$11,197.20. At the April 12<sup>th</sup> meeting, the Library Board approved the signage proposal of \$ 13,327.20. After removing the Police Department portion of the bill and changes in the contract the cost was reduced by \$2,130.

O'Connor has approved the public address system quote of \$845.00 which includes labor, moving existing speakers, and additional wiring and transformers. Amplifiers and speakers from the Police Department are being reused in the library.

O'Connor requested the library directional street signs be moved and O'Malley will discuss this with Tom Zeuli Director of Public Works and Parks.

O'Connor presented a draft of a proposed logo from the new library, modeled on the façade of the building. The Board did not like the proposed design. Roy Sjoberg offered to start a community wide logo competition.

Authorize purchase of computers and equipment

Motion by O'Malley, second by Ostby, to purchase additional printers and computers for use in the 700 1<sup>st</sup> Street building with the total cost not to exceed \$16,500. Vote taken. All ayes. - MOTION CARRIED.

Equipment

After discussion, the existing public copier will be placed on the second floor in the 700 1<sup>st</sup> Street building.

Consider revised funding for communication program

O'Connor suggested a revised funding plan for the public communication proposal the Board rejected in April, with the expense shared three ways by the Friends, Foundation, and Library. Ostby strongly objected. Discussion followed without action. Sjoberg offered to discuss publicity/communication topics with John Thompson Director of the Indianhead Federated Library System (IFLS).

Consider purchase option changes for 701 Second Street building

Motion to Ostby, second by O'Malley, to approve the concept of amending the *Lease and Option to Purchase Agreement* to reduce the purchase price for the remaining property at 700 1<sup>st</sup> Street by the sale of 701 2<sup>nd</sup> Street building. Vote taken. All ayes. - MOTION CARRIED.

DIRECTORS REPORT

None

FINANCE COMMITTEE

Present financial reports

O'Connor reviewed the circulation statistics from 2000-2009 noting an increase from 142,000 to 345,000. In addition, he noted that the circulation per capita has doubled during this time span. In 2009, the library expenses were under budget by \$37,000. Fund balances at the end of 2009 were:

Accumulated Surplus	\$420,407
Less Reserves	(210,000)
Donations	44,992
Building Funds	127,477
Impact Fees	553,145
Federal Grant (pending)	<u>147,000</u>
Total	\$1,083,021

O'Connor presented a 5 year budget projection as an information item. Increased rental expense in 2010 results in an expected deficit of \$49,000, and continuing deficits in following years. By minimizing expenses the Library would be near break-even by 2014 if municipal support increased by 3% a year, but increasing circulation may make that unattainable. O'Connor recommended seeking 5% increases to accommodate growth.

POLICY COMMITTEE

Consider By-Laws update

Motion by O'Malley, second by Hipsher, to approve the revised Article I and Article II, Section I of the By-Laws. Vote taken. All ayes. MOTION CARRIED.

Discuss Meeting Room Policy

MOTION by O'Malley, second by Smith, to accept the Meeting Room Policy with corrections.

BOARD COMMENTS FOR ITEMS FOR FUTURE AGENDAS

O'Connor announced that he will not be a candidate for office.  
Elections of officials will be part of the June meeting.

ADJOURN

MOTION by Smith, second by Hipsher, to adjourn the meeting. Vote taken. All ayes. - MOTION CARRIED. Meeting adjourned at 9:10 p.m.