

Hudson Area Joint Library Board
Meeting Minutes November 8, 2010
Approved with Corrections

Meeting called to order by Sjoberg at 6:32 pm.

Roll call

The following Board Members were present: Roy Sjoberg, Marion Shaw, Rob Howard, Dave Ostby, David Smith, Dan Koch and Dan Gavin (arrived at 6:45 pm).

The following Board Members were absent: Scot O'Malley

Others present: Linda Donaldson, Mary Davis, Pat Zais, Jeff Zais, Jim O'Connor, Gloria Kramer, Theresa Schousek (SCORE), and Amy Richardson keeping Minutes.

Meeting date for December was set for Monday, December 13, 2010.

Approval of Minutes

Sjoberg noted a few typing errors in the October minutes that need correcting. **MOTION** by Ostby to approve the minutes with corrections. **SECOND** by Shaw. **VOTE TAKEN** and **MOTION CARRIES** with all ayes.

Sjoberg extended thanks to Richardson for preparing the minutes and Shaw requested that page numbers be added to the minutes.

Citizens' requests to speak

J. Zais began by giving a brief explanation on a policy put in place by the Library Board about ten years ago that promotes the priority of purchasing of items for the library over staffing. Zais suggested that, since space is needed on the shelves for the current inventory, the Board should look at setting a priority for longer hours of operation.

P. Zais presented the Board with the total number of hours worked by volunteers of the Friends of the Library. The current figures show that 292 hours were logged by volunteers. She also stated that these hours do not reflect volunteer hours of those volunteering through the library and not the Friends.

P. Zais informed the Board members that mailboxes (bins) have been placed in the library workroom for correspondence that is addressed to the Board and the Library Foundation. She encouraged the Board members to check the Library Board mailbox when they're in the building.

P. Zais gave a report on the first book sale to be held in the new library building. She stated that the sales usually earn about \$2,000.00 and that the current sale did, as well, despite the fact that parking wasn't available in the parking lot due to setting sidewalk cement. The Friends had new signs made for advertising the book sale, of which three were stolen. The total monetary loss was \$55.00. P. Zais also noted that they had a teen volunteer at the book sale that was fulfilling community service hours for underage drinking. He brought three of his friends that had never before been into the new building.

P. Zais announced that the Friends purchased a wheelchair for use by patrons that would need the assistance. Mickelson's Drug Store provided it at-cost and it will be located at the foot of the staircase in the lobby area. The wheelchair is locked in that location, but the library staff has access to the combination.

At this point, Sjoberg pointed out that this section of the meeting is for citizen's request to speak and not for the Friends of the Library report. P. Zais held the rest of her report for that section of the agenda.

Kramer stated that she had been invited to bring her safety concerns about handicap accessibility to Hudson's Safety Council. She had previously requested that a crosswalk be painted within the parking lot to give drivers awareness of individuals walking through the lot, but painting cannot be done until spring. She also stated that she plans on requesting a pedestrian crossing pylon be placed in the crosswalk on the south-side crossing of

1st and Vine Streets.

Sjoberg asked Donaldson to give a report on the timing of the installation of the automatic door opener. Donaldson stated that installation had originally been scheduled for the current week (week of November 8, 2010), but she had not called to confirm since returning from a scheduled conference.

Schousek posed the question of whether she would be allowed to speak as a "citizen" in this section of the meeting to discuss some follow-up on the SCORE presentation given last month. Sjoberg granted her request to speak at this time, but relayed concerns that were discussed by the board after that presentation in October's meeting. Schousek provided the Board members with a handout stating reason why the Board should consider a delay in making a final decision concerning SCORE's use of the public library until the December board meeting. Her reasons for delaying included the need for more information regarding allocated library space to be used by SCORE, the furniture desired by the board for purchase, and the need to fully understand the needs, objective, and desires of the library board concerning Western Wisconsin SCORE. Schousek offered to meet individually or as a group with any board members to gain understanding of the needs on both sides of this issue. Donaldson added that she thinks one of the issues is concerning the storing of SCORE materials in the library in the quiet reading area. Sjoberg stressed that the board had concerns about SCORE opening the door to other organizations wanting to use the public library space and emphasized that careful consideration would have to be taken in making this decision. He also explained that meeting room policies are being carefully examined at this time and that having an organization using space in the library long-term would be evaluated when determining these policies. He emphasized that the library is not meant to be used by organizations to avoid paying rent, but rather for the convenience of the community. Sjoberg suggested that a meeting be set up between himself, Donaldson, and Schousek to continue discussion on this matter.

Presentations by Invitees

P. Zais concluded her Friends report from earlier by stating that signs were posted letting patrons know about the time change during Daylight Savings Time and that she felt it was very thoughtful of the employee who provided them.

Sjoberg asked about the Friends having a mailbox in the employee workroom, to which P. Zais acknowledged that the Friends do have a bin for correspondence. Sjoberg also asked about the hours worked by volunteers and the number of hours that are worked by library volunteers that are not through the Friends organization. Donaldson provided the board with volunteer reports from Joan Bushman (Adult Volunteer Coordinator), Carol Hardin (Teen Volunteers), and Mary Davis (Children's Program Volunteers). Sjoberg extended thanks for the breakdown of the volunteer hours. Sjoberg also thanked the Friends for their continuing strong efforts in supporting the library.

J. Zais gave a presentation on Library Foundation and its history. The Hudson Area Library Foundation was founded around 1988, and now consists of ten Board members: Jeff Zais (President), Bye Barsness (Vice President), Susie Gilbert (Secretary), Nancy Langness (Treasurer), Holly Grubb (Immediate Past President), Samuel Cari, Mark Gherty, Gary Griswold, Thelma Nagel, and Daryl Standafer. Activities of the Foundation in 2010 included election of new officers in February, project update and move to the new location in May, the discussion of bylaws, mission statement, funding proposals for capital improvements, endowment, and operating funds in August, and new bylaws, officers elected for subsequent year, mission statement, and update from Andy Currie, fund raising consultant, in September. J. Zais also gave a report on project comparison, which showed the breakdown of funds given to other area libraries during their construction phases. The other libraries used in the comparison were River Falls, Stillwater, Cumberland, Roberts, and Fitchburg. It is the hope of the Library Foundation that the Library Board is able to provide adequate funding through working with municipalities.

Ostby commented that the agreement when entering into the new building phase was to be able to operate with reserve funds for five years.

President's Report

Sjoberg started by saying that his report would cover agenda items 7a. (Municipalities' Responses to our 2011 Budget Request), 7b. (Impact Fees and Federal Grant), 9a. (Finance Committee Report: Review current financials), and 9b. (Finance Committee Report: Review construction expenses to date). He went on to explain that the municipalities not only said "no" to the 6.43% increase, but the City of Hudson also decided that it could not support any increase at this time. Sjoberg reintroduced the Preliminary Budget proposed in August if a zero increase in municipal support was to be expected. Unless big cut-backs are made, the library stands to lose \$121,384 next year based on this budget. Because revenue cannot be increased, spending has to be decreased. Sjoberg suggested a push be made to get residents to use Hudson library to lower the cost of fees being paid to other libraries. Doing this would save the public library \$45,000 in a year's time. Sjoberg shifted the attention of the board to another handout showing the different accounts and their balances for the library. The total amount of funds combined in these accounts totals \$592,876. When viewing the financial statements for actual-to-date total revenue, the library should receive about \$728,000 for the current year. The budgeted expenditures come in at a total of \$789,575. A savings of \$21,000 should be taken into consideration because of being closed during the move, for a total of \$768,00 in expenditures. This would mean that there is a loss this year of \$40,000. It would defeat the purpose of the goals of the library if all purchasing was froze for the remainder of the year, so that is not an option in saving money at this time.

Comment [D1]: The correct number is \$768,000.

Comment [D2]: Correct word is frozen

Sjoberg then went on to discuss the Impact Fees. At a meeting with Mayor, it was discovered that the full amount expected in Impact Fees of \$550,000 would not be obtained by the library. Instead, the amount would be \$190,00 less than expected. The reason for this decrease in funds is due to case law in Wisconsin that says you don't get to take all the impact fees unless it's for expanding the library. The move does not qualify as an expansion. The cost for construction came in at approximately \$700,000. A federal grant is being worked on by O'Connor for the sum of \$147,000, but still leaves the funds \$193,000 from being able to pay construction costs. The good news is that the remaining surplus funds will be able to cover this loss. Sjoberg proposed that it should be a discussion during next meeting whether the \$360,000 in remaining surplus be used to cover the yearly loss of \$121,000 for the next three years. The City of Hudson will be using the other portion of the Impact fees to put toward the City's purchase of the building.

Donaldson acknowledged the large amount of hours spent by McCleary, O'Connor, and Sjoberg in figuring out the budget and projected expenses.

O'Connor offered a clarification on ownership of the contents within the library. He stated that all contents of the library are owned by the joint municipalities. Should the municipalities disband, the ownership of the contents is then given to the City of Hudson.

Howard asked if this might be the time to add a referendum to be voted on to help the library get the increase in funds that it needs to operate. Sjoberg was happy with suggestion and added that campaigning a referendum is expensive, so it might be wise to wait until it's time to purchase the building.

Gavin clarified that the three-year term, as described in the zero increase budget proposal and based on the remaining surplus to cover operating expenses, is actually only two years now because this year is almost done.

Smith questioned the figures that show that the building rent is up 87% and wondered if that was a surprise. Sjoberg replied that the budget showing building rent was implemented before the move into the new building. There was an increase in rent once the library was moved into the new building.

Director's Report by Linda Donaldson

There was a meeting held with the staff about the increase in hours of operation. This would offer the public more opportunity to use the library. The suggestion is for the new hours to be as follows:

Mondays, Wednesdays, and Thursdays--10:00 am to 8:00 pm
Tuesdays--1:00 pm to 8:00 pm
Fridays--10:00 am to 6:00 pm
Saturdays--10:00 am to 3:00 pm

Sjoberg inquired about the increase in expense if the hours of operation are increased. Donaldson replied that there would be an increase, but she is working with staff hours to minimize the increase in cost. Donaldson also suggested that more training be given to the volunteers so that they can help with shelving and other library duties on a daily basis.

Based on the Children's programs and their schedule, Donaldson suggested that the new hours be implemented on January 1, 2011.

MOTION by Koch to approve the new suggested hours of operation. **SECOND** by Howard. Howard requested that Donaldson manage the time of the employees to prevent an impact on finances. **VOTE TAKEN** and **MOTION CARRIES** with all ayes.

Donaldson continued her report by stating that circulation was down a little bit this month and that she'd follow up with SCORE.

Donaldson brought it to the board's attention that AT&T is now billing the library \$1.00/minute for calls, instead of the \$0.06/minute it used to be charged while in the old building. She stated that she has the contact information to speak with someone at AT&T about this matter. Smith added that Donaldson should work on getting some recovery on the overage that the library was charged.

Shaw asked for an explanation on the door counter. Donaldson stated that both doors have a counter that counts the number of bodies passing through the doorway, as opposed to the number of times the door swings open. Because it also counts the bodies as they're leaving, she takes the total number in the count and divides it by two to estimate how many people have visited the library. Having a door counter helps the library when applying for grants.

Donaldson requested that committees meet on regularly scheduled nights of the month.

Smith asked about the "B" in the library sign outside of the building and whether it was covered by warranty. Donaldson agreed to follow-up on this issue.

Finance Committee Report

[See President's Report above]

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

Policy Committee:

Gavin reported on the need to review the meeting room policy to be better understood by the public. Sjoberg offered an article from Municipality Magazine concerning meeting room policy to help the committee when taking this issue into review.

Gavin also reported on the policy for Card Access Authorization that was drawn up at an earlier committee meeting. Sjoberg requested a motion to accept this policy.

MOTION by Gavin to approve the Card Access Authorization. Because this was agreed upon by the designated committee, there is no need for a second.

Shaw discussed the need for an addition to the policy acknowledging the right of an appeal if an applicant is denied authorization to building access. Gavin was opposed to the Board having to micro-manage this policy to this extent, but agreed that a line item could be added to the policy describing an appeal process.

The statement to be added would be:

"Anyone denied issuance of card access has the right to appeal the decision with the Library Board within 45 days of the initial judgment."

MOTION by Gavin to approve the Card Access Authorization with the addition of the appeal process statement and the correction of a typing error under the heading of, Issuance of Access Card. **VOTE TAKEN. MOTION CARRIES** with all ayes.

Ostby asked Richardson to draft a new copy of the Card Access Authorization policy with said changes for the next meeting.

Steering Committee:

Sjoberg stated that the committee would be meeting sometime within the week and invited Smith to join the committee. Sjoberg also stated that the Visioning Session is scheduled for November 18, 2010, at 5PM. It is to be held in the lower meeting room of the Citizen State Bank to accommodate the number of people expected to be in attendance. It was decided that the meeting should not be held at the River Falls library because of being outside of jurisdiction.

Communications and PR Committee:

Howard reported that the committee has not met since the Grand Opening, but that a regular meeting day would be determined for the committee. Howard also stated that there is an online event on Social Networking to be held on November 18, 2010, from 10-11:00 AM. He stated that he would be forwarding this information on the the committee. He also received a draft RFP for signage based on the change of the logo. Howard encouraged Donaldson to get the pricing details.

Planning Committee:

Sjoberg commented that, due to the Steering Committee and its activities at the present time, the Planning Committee is inactive.

Sjoberg reintroduced Donaldson's idea of determining regular days during month for committee meetings. It was decided that the discussion would be brought up within each committee for them to decide what is best for their group of individuals.

Unfinished Business

Gavin reported that he placed a call to the Realtor handling the sale of the adjacent property. He has yet to receive a return phone call from them.

Sjoberg stated that the driveway entrance is now repaired.
Donaldson requested a meeting with P. Zais concerning the incident policy.

Closed Session

Sjoberg began by stating that, for closed session, **this section falls under Wisconsin statute 19.85(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** He also states that it is the responsibility of the board to annually evaluate the director of the library.

At this time, Ostby pointed out that this session could not be held at this time because the closed session was improperly noticed. He stated that it has to be acknowledged in the meeting agenda that the closed session is for a specific statute and the current agenda does not note this reason. After review the rules of closed session items in the Trustee Essentials handbook, it was determined that the closed session would be deferred to December's Library Board meeting.

Gavin pointed out that the agenda was provided in advance to the meeting and asked Ostby, as well as the other board members, to bring these types of concerns to the attention of the board so that they can be corrected. He also stated that if the wording would have been changed on the agenda prior to the meeting, the closed session would not have been in question and have a need to be deferred to the next meeting. Sjoberg agreed. Ostby had not reviewed the agenda prior to the meeting. Sentence added per Ostby.

Board Comments and Items for Future Agendas

Donaldson requested that the policy committee review the meeting room policy and incident report for discussion at the next meeting. Gavin suggested meeting on the 4th Monday of the month, at 5:00 PM.

Sjoberg encouraged all board members to speak with him concerning the next year's budget.

Adjourn

MOTION by Ostby to adjourn. SECONDED by Shaw. VOTE TAKEN. MOTION CARRIES. All ayes.
Meeting adjourned: 8:30 PM

Minutes submitted by: Amy Richardson