

Hudson Area Joint Library Board
Meeting Minutes October 11, 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 Gavin (arrived at 6:40 pm) and Scot O'Malley (arrived at 6:55 pm).

The following Board Members were absent: Dan Koch

Sjoberg welcomed new Board Member, David Smith. Smith and his wife, Mary, are residents of Hudson. Smith is a registered engineer. Smith has previous council/board experience on a city council and with a utilities board while residing in another location. Smith was quoted in saying that he "looks forward to opportunity to grow with you."

Others present: Linda Donaldson, Mary Davis, Pat Zais, Jim O'Connor, Gloria Kramer, Steve Wilcox, Theresa Schousek, Al Rolland, Barbara Rolland, and Amy Richardson keeping Minutes.

Meeting date for November was set for Monday, November 8, 2010. This meeting will also include a special "closed" session.

Minutes

Sjoberg stated that there was an error in the total number of hours of operation noted in the meeting minutes for September. A correction from 46.5 hours to 48.5 hours should be made in the "Citizen's Request To Speak" section.

Shaw stated that he would abstain from voting due to not receiving his copy of the minutes in time to read through them before the meeting.

MOTION by Howard to approve the minutes with said correction with a SECOND by Ostby.

Discussion on motion included:

Ostby commented that the minutes state his request for an agenda line item allowing for a report from the Library Foundation, although the current agenda did not reflect that addition.

Shaw questioned the wording of September minutes in the President's report, Phase 2 of the Steering Committee that states that "Funding for planning is allocated in the current budget, to the sum of \$8,000.00, which would go a long way, but won't cover all the costs." Sjoberg responded to Shaw's concerns by stating that the allocations of funds is a true statement. The vote taken concerning the Steering Committee was to adopt the plans set forth by Sjoberg, but not for any funding at this time.

VOTE Taken. MOTION CARRIES with one abstain and remaining ayes.

Citizens' requests to speak

There were no requests to speak.

Presentations by Invitees

Steve Wilcox of Resultants for Business and Resultants for Communities (non-profit) started by giving a brief overview of his 36 years residing in Hudson and the services his firm can provide.

The vision session, part of Phase 1 of the Steering Committee and pending for sometime in the range of November 16-18, 2010, will include 30-35 members of varied library organization and community leaders who will be invited by the Library Steering Committee. This will be a 4 to 5 hour session will be a multi-exercise event facilitated

either in the River Falls Public Library, Garden Level, or at the Stillwater Library in their large meeting space. At either location, meeting space will be set up in a "U" formation and a writing exercise will be used to draw out key points on the six primary topics to be discussed, including what the library should stand for, public relations, and facilities. Eventually, ideas in each group will be squeezed down to 5 or less key areas to carry into the next phases. These items, combined with elements of Phase 2, will be used to chart a plan of action.

Sjoberg commented that Wilcox and his firm are quite skilled at these types of tasks. Wilcox has many connections, including being the chairperson for the St. Croix Valley Community Foundation. Sjoberg also invited all of the board members to attend the visioning session and asked them to inform him of which of the three dates they would be available. The board members presently on the Steering Committee are Sjoberg, Gavin, Howard, and Smith. Five other non-board members are also on the committee.

Wilcox was thanked for his presentation at the meeting.

Theresa Schoussek, from the Eau Claire Chapter of SCORE, requested to use the library as a means of bringing SCORE resources to the small business owner of Western Wisconsin. Schoussek introduced Al Rolland and Barb Rolland.

A. Rolland spoke of the history of SCORE and how it got started in 1965. To date, SCORE has 389 chapters and 1,250 members. The state of Wisconsin is considered District 5 and has 8 chapters. The Eau Claire chapter provides service to 10 counties, including St. Croix County.

B. Rolland stated that she became a certified SCORE counselor in 1996. She went on to discuss the internet and how the use of it has helped them to extend their resources to small business owners across the country. The term used for this type of interaction with clients is "cyber-counseling". Other types of counseling involve more person to person interaction and the counselor is matched up with the type of business needing help. Once in a while, help from more than one counselor is needed, so a "Better Your Business" Committee is set up to be on a Round Table panel to assist the client. She closed by saying what a value SCORE is to the small business community.

Schoussek described SCORE and resources they maintain to facilitate assistance. She requested use of the quiet reading area in the back of the second floor of the library for meeting with clients, the ability to display flyers and information about SCORE and SCORE activities, and use of the computers and classroom for providing access to counselors of SCORE. They will be able to provide furniture, including a computer table with electrical access, chairs, and possibly, a lateral file. In addition to providing an area for counseling, this will also provide a means of recruiting for more counselors. Shelves of resources will also be sponsored by counselors, who will provide the books and brochures of needed information in specific areas of interest. Schoussek spoke with Donaldson previously about incorporation of these resources and specifying them as a "special collection" within the MORE system.

Sjoberg stated that the next step in exploring this option more thoroughly should be taken.

MOTION by Gavin to direct/ask Donaldson to work with the SCORE organization to prepare a proposal for a more permanent relationship between SCORE and the Hudson Area Library for the next meeting. SECOND by O'Malley.

O'Malley commented that establishing this relationship would be a positive marketing aspect for the library. He requested that Donaldson's report reflect all impact, whether positive or negative, this would have for the library.

Smith likes the idea, but wonders how many other organizations may see this as an open-door to come in and ask for space/resources from the library.

VOTE TAKEN. MOTION CARRIES with all ayes.

President's Report

Sjoberg reported that the budget request at 6.43% was not approved and that other alternatives are being considered.

After hearing the news that the budget proposal did not pass in the City of Hudson, St. Joseph Township reconsidered their approval of the 6.43% increase and decided on a 3% increase instead. The other municipalities are considering their budgets and looking at an approval of the 3% increase, as well.

Concerning the impact fees and federal grant, Sjoberg stated that a meeting on Wednesday, October 13th, 2010, with himself, Knudson, O'Connor, Devin Willi, and the city attorney, would determine the status of the impact fees in order to fully utilize them. O'Malley questioned if there has been a legal challenge to the use of the impact fees, to which Sjoberg offered that this is not in response to a legal challenge, but part of the process to approve the use of these funds. The federal grant will be the same allocation.

Director's Report by Linda Donaldson

Donaldson commented on the building and its status. Going off of the punch list, the carpeting is not completed yet by Keller, the fire alarm covers have been installed, and the radiator escutcheons have not been replaced yet, but are ready to be delivered. Sjoberg recapped the ongoing situation with Keller Construction and the items left to be completed from the punch list. Keller Construction wanted to be paid in full, but Sjoberg and Donaldson have decided to pay 95% of the bill until the remaining items are completed. Sjoberg also stated that there were other items for payment that Donaldson and Cindy McCleary (of BKV Group) discussed, but were not part of the Keller or elevator-related proposals, that would be taken care of. Donaldson continued her report on the building status by adding that a bicycle rack has been ordered. B & B Electric will be checking into the lighting in the conference room to increase the brightness. Baldwin-Telecom has been contacted to activate phone lines to provide access to conference calls in the conference room and in room #216. Donaldson researched information on a banner with the new logo for the library. If a banner is approved, the size of the banner has to be equal to or less than 40 sq. ft. and a clearance of 7 feet from the bottom of the banner to the surface of the street.

Sjoberg also added that the automatic doors for handicap accessibility would be moved from the south entrance to the north entrance, at no additional cost.

Donaldson stated that a treatment demonstration by SaniGLAZE on squares of tile in the lobby had been done and that she was quoted a cost of \$8,279.00 to do the remainder of the floor (men's/women's restrooms, landing, and lobby). Sjoberg suggested that this item be tabled until all construction is complete on the building.

Melanie, from Hudson Police Department, has given Donaldson her phone number to call in case there are further problems with the doors. There was an issue recently where the doors would not stay open. P. Zais suggested that library staff be shown where the emergency release is for the doors and how to operate it.

Donaldson informed the Board that she would be on vacation for the rest of the week.

A meeting took place earlier in the day between Donaldson, Sjoberg, the associate librarian, the children's librarian, and other librarians to discuss new hours of operation for the library. An addition of 1.5 hours will be added to the total number of hours per week, making the new library hours 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 stated that this is a preliminary proposal and would not be instituted any earlier than November 1, 2010, if agreed upon. There are thoughts of postponing this change until January, 2011. This change would be in response to the needs of the community, including those with young children needing access earlier in the day and families who want more accessibility of library resources on Saturdays. Sunday hours might be considered if needed.

Sjoberg suggested to Donaldson that a comprehensive response be submitted to the newspaper informing the public of the pros and cons of solely adding volunteer efforts to help staff and maintain the library.

Finance Committee Report

Sjoberg reviewed the Year-To-Date financial statement. Actual revenue to-date is \$717,482. Expenditures to-date include: Staff Compensation-\$295,609 and General Operating Expenses-\$244,134, leaving a Net Revenue of \$177,739. Total Capital Expenditures are \$544,750.

Cindy McCleary, of BKV Group, reviewed the Preliminary Project Budget and existing Change Orders with those in attendance. Using over-sized spreadsheets for easier viewing, she explained each column, including Budget By Line Item, Budgeted Total, Expended Total and Pending Additional Cost. Due to the extension of time needed to install an elevator versus the time of the total project, the elevator (simply stated by McCleary as, "everything that was stainless steel") was given a budget line item separate from the building construction under the heading of "Construction Costs". The other headings in the breakdown of costs are: Administration, Fees, Furnishings, Fixtures & Equipment, Technology, Contingency, Joint Use Agreement Items With City of Hudson, and Owner Managed Contracts. A follow-up will be conducted by McCleary and O'Connor to make sure that items completed by Keller that fall in the "Agreement Items With City of Hudson" category are paid according to the agreement with the City of Hudson. The Budgeted Total overall for the library renovation is \$697,207.50. The Expended Total for the project comes to \$709,715.27. The Working Capital available to the project totaled \$697,500 (Renovation Budget of \$550,000 and HUD Grant Dollars of \$147,500). The renovation project was over-budget by \$12,507.77. The overage would be offset by a bequest for \$10,000, which was used to purchase the furniture in the Teen Area. Considering this donation, the over-budget amount would then be \$2,507.77.

Gavin asked McCleary her opinion on the "highs and lows" of the project. She responded by saying that the administration of the construction effort was a real challenge and the struggle in the scale of the project warranted more time than was recommended. She also stated that the project should have been completed in seven weeks. Gavin inquired if "we, as a board could have done something better....and it's ok to be critical?" McCleary mentioned that adding liquidated damages to the construction contract could have resulted in completion of the project by a designated point in time, but also acknowledged the pros and cons to having this as part of the contract, including a higher bid on costs. She also admitted that a change in library board leadership in the middle of the project was difficult in terms of being able to have a continuous thread of communication, but commended Sjoberg on being extremely accessible and tremendous in "picking up the pieces in such a short time." McCleary, then, posed the same question of the board members and how they would evaluate the execution of the project. Shaw made a comment about a spreadsheet previously viewed by the board that had a confusing column, but the current spreadsheet was very comprehensive. Sjoberg acknowledged that the project was challenging, but it's completed. O'Malley commended McCleary on her positive demeanor throughout the project. Gavin provided polite constructive criticism to McCleary that he thought the attention to the detail of the punch list should have been more of a burden on BKV than on the board and library staff. McCleary accepted that comment, but also added that the challenge with the punch list was that there were multiple ones to track, instead of just one. O'Connor paid compliments to Donaldson and the library staff for being able to work through the move, the renovation, the reopening, and the extra work needed. He also expressed his disappointment in Keller's work performance and the length of time taken to complete the renovation. Sjoberg closed the discussion on the renovation by thanking McCleary for being magnificent throughout the project, despite having to deal with negativity from time to time.

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

Communications and PR:

Howard gave a report on the Grand Opening that occurred on October 2, 2010. Howard expressed his thanks to the members of the PR Committee for their contributions in planning the event and organizing activities and food. Howard showed the newly designed logo to the board and those in attendance, and also shared the new slogan, "Where knowledge flows freely." Because the logo is the library's new identity, it was suggested to Donaldson to have it incorporated on every form of library graphics (i.e. stationary, emails, business cards, etc.).

MOTION by Howard to accept the new logo and slogan. SECONDED by O'Malley.
VOTE TAKEN. MOTION CARRIES. All ayes.

Planning:

Nothing to report at this time.

Policy and Personnel Committee:

Gavin discussed the drafting of a Card Access Authorization Policy that would be used in determining who would be granted access to a key-card allowing them to enter the building outside of the hours of operation. Gavin offered to bring this policy back to next month's board meeting for acceptance. Shaw showed concern when he posed the question, "Who gets a key?". Gavin stated that with all library policies, this could be subject to change from time to time, depending on the given circumstances. Gavin also included that Donaldson has one *ad hoc* card to hand out as she sees fit. Donaldson stated that it was part of a discussion at the policy drafting meeting to post an incentive in the conference room stating that meetings running past closing time may be charged a fee.

P. Zais inquired about background checks being performed on individuals wanting to obtain an access card. Gavin responded by saying that the Policy Committee hasn't discussed this issue, but will in the future.

Unfinished Business

Sjoberg stated that the parking issue will be carried over to the next meeting. Gavin volunteered to call and find out what the asking price is for 713 2nd Street. Dumpsters are presently occupying three parking spaces, with permission from the City of Hudson. O'Malley commented on the drive-way situation and stated that a plan of action is in place to fix it and will be completed in one week as part of the sidewalk project. He has also put on the agenda for the next Public Works meeting the issue of smoking under the air intake vent, which pulls smoke into sections of the library. O'Malley concluded his comments with an apology for being late to the meeting and by thanking Richardson for doing a tremendous job on the minutes.

Board Comments and Items for Future Agendas

Sjoberg asked Gloria Kramer to share her idea with the board that she has about a crosswalk in the parking lot. Kramer expressed her concern about cars driving too fast in the parking lot and requested the addition of a marked crosswalk. O'Malley invited Kramer to come to the next Public Safety Meeting to make her request.

Sjoberg welcomed Smith, once again, to the Library Board.

Adjourn

MOTION by Ostby to adjourn. SECONDED by O'Malley.
VOTE TAKEN. MOTION CARRIES. All ayes.
Meeting adjourned: 8:50 PM

Minutes submitted by: Amy Richardson