

Hudson Area Joint Library Board

Meeting Minutes September 13, 2010

Approved

Meeting called to order by Sjoberg at 6:35 pm.

Roll call

The following Board Members were present: Roy Sjoberg, Scot O'Malley, Rob Howard, Dave Ostby, Marion Shaw, Dan Koch (left at 7:30 P.M.), and Dan Gavin (arrived at 7:05 P.M.). At this time, no new nominee from Mayor Knudsen for the opening on the Board.

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

Meeting date for October was set for Monday, October 11, 2010, at 6:30 PM. (Columbus Day)

Minutes

MOTION by O'Malley to approve the minutes. **Second** by Ostby.

VOTE TAKEN. All ayes. **MOTION CARRIES.**

Citizens' requests to speak

P. Zais gave a report on the volunteers and their involvement at the library. She noted that 177 hours were logged by volunteers last month, completed by 29 different individuals, ages 16-82. These are only the numbers reflective of the Friends of the Library Volunteers. Other types of library volunteer statistics are documented by Donaldson and the library's Volunteer Coordinator, Joan Bushman, and Carol Hardin (teens). The combined total with all volunteers is 250 hours. She also stated that she would like to report on those numbers monthly.

Sjoberg commented on the need for some type of safety or background check on library volunteers. Donaldson and Zais noted that the volunteers also may consist of those doing community service hours. Sjoberg requested that suggestions be brought to the Policy Committee, chaired by Gavin, on thoughts regarding this matter.

J. Zais provided Board Members and guests with a handout showing the average library expenditures, per capita, for libraries in Wisconsin. Hudson ranks below the average expenditures, spending \$22.08 per person. Zais also notes to the Board that, with budget proposals to the municipalities approaching, this statistic is proof that a "tight ship" is being run financially.

J. Zais discussed the need for longer hours of operation for the Hudson Library. He urged the Board to consider having the library open two hours earlier on weekdays. He also noted that Cumberland library offers Sunday hours.

Sjoberg acknowledged that opening at 11 AM was an inconvenience to families with children who were not in school yet, using a conversation he'd had with a mom of a young child as an example. P.Zais agreed and added that with school starting, parents with younger children will

be showing up after dropping older kids off at school.

Kramer spoke about her findings in this matter. She, too, had looked into it in hopes of bringing it to the Board's attention. She noted that Hudson operates a total of 46.5 hours per week and compared this with the hours of operation at River Falls Library. River Falls is open every day, with a total of 62 hours a week. Sjoberg followed up Kramer's and J. Zais' comments by stating that he would discuss this matter with Donaldson at their next meeting to consider options available.

Davis stressed the importance of considering the extension of library hours based on feedback she's received from the parents that attend her baby and toddler story times. She stated that her attendance numbers are down and that comments made by parents indicate a need to open the library earlier.

Donaldson reminded the Board that the reason why a decision to decrease hours of operation was made was to give staff time without the public to complete tasks. She also noted that, while River Falls is open more hours, they also have 6 full-time staff members compared to Hudson with 3. Donaldson expressed her concern over relying on volunteers to cover the extended hours, claiming that it was a liability.

Sjoberg thanked everyone for their comments and discussions.

President's Report

Sjoberg proposed the need for a Steering Committee to be responsible for "visioning" and "strategic planning". He listed several topics that need attention that would be best suited for a committee of this nature, including:

1. How should the library serve the community?
2. What needs should the library fill for the community?
3. Should we remain a joint library?
4. Should we take over this entire facility?
5. How can we fund operations at no less than a standard level (i.e. meets the Wisconsin standards)?
6. How do we build community buy-in for anything that we do?

Sjoberg addressed the need to have a committee accomplish tackling these goals instead of having them addressed at each monthly board meeting. Participation and final say from the board will remain in tact, but work involved in addressing issues deferred to committee will be the responsibility of committee members. The committee would report to the board like other committees that are handling library business. Sjoberg's suggests that three board members and three members of the public would serve on the committee.

Sjoberg discussed the phases of work done by the committee:

Phase 1: Community Visioning Session (Mid-November)

The meeting would host about 30 people, with half being from the library community and half

being from community leadership in the four municipalities. Potentially, this would be a 4-hour meeting to discuss matters like those listed previously. Sjoberg has met with Steve Wilcox and has arranged to hire him to help with Phase 1, with their first session paid by the Library Foundation. Wilcox has agreed to a reduced cost for his services.

Phase 2: Producing Outcomes

During this phase, a new vision statement, as well as a new mission statement, would be created. Other documents to be drafted include: Core Values Statement, Statement of Purpose, and a full organization chart, with roles attached, detailing what all parties' commitments are to the library. Funding for Phase 2 has not yet been arranged. 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.

Phase 3: Implementation

This would incorporate the completion of planning and steps taken toward the achievement of goals set forth by the Steering Committee.

Sjoberg asked for the board's approval to begin a Steering Committee and move into Phase 1. Questions were asked by fellow board members. O'Malley asked if this committee would replace the Planning Committee. Sjoberg said it would not, and added that it also would not replace the Policy Committee.

MOTION by O'Malley to adopt Sjoberg's plan for the creation of the Steering Committee.
Seconded by Howard.

Sjoberg adds that board members Howard and Gavin have been asked to serve on the committee. O'Malley also offered to serve on the committee.

Ostby stressed the need to acknowledge that the board needed to remain in the capacity of approving decisions made by the committee. Howard showed an interest in seeing what the community's vision is for the library.

VOTE taken and **MOTION CARRIES** with one abstain and remaining ayes.

Director's Report by Linda Donaldson

Donaldson pointed out that the new carpeting in the south vestibule was installed last Friday (9-10-10). She went on to share some "suggestions" from the Friends of the Library Suggestion Box. The included:

- Fix temperature in the History Room. It is freezing.
- Fix driveway off Vine Street because cars bottom-out. (Many in the room echoed their agreement with this suggestion. O'Malley stated that he would bring this matter to the attention of City Works.)
- A step-stool in the bathroom would be nice. Not all of the kids can reach the sink.
- More books in the Teen Center
- Gate at the top of the stairs

- Get more kids movies

Gavin brought up an issue with the parking lot concerning room for maneuvering larger vehicles around the parking spaces. O'Malley emailed the Director of Public Works about discussing both issues (parking and driveway).

Donaldson continued with her report and stated that there has been an issue with the north doors locking and not letting anyone out prior to opening. The situation has been fixed and the doors have not posed any problems since this incident. Another incident with doors happened with someone went through an "Emergency Only" door and an alarm went off in the police department. Donaldson commented to Sjoberg that he might be contacted by someone at the police department about this matter to make sure that proper signage is added to the door.

Donaldson next commented on the automatic door openers. Quotes being received by Donaldson are higher than originally allocated (\$4,000.00). The quotes range from \$3,200.00 to \$8,500.00 and Donaldson requested approval to go with a local company with a quote of \$7,100.00 to install the automatic door openers. Sjoberg questioned whether the cost would come in lower than that listed for this line item in the budget, and O'Connor answered that there was \$4,000.00 available, but an additional \$3,000.00 could be taken from the project fund, with board approval, to cover the cost.

MOTION by O'Malley, **Seconded** by Howard, to approve the \$7,100.00 for the installation of automatic door openers for the south doors.

Discussion included a review of the expansion budget line items and where the additional \$3,100.00 would come from. O'Connor helped to explain the detail in expenditures when several board members were confused with the layout of figures on the spreadsheet. O'Malley insisted that a more readable spreadsheet (i.e. format and font size) be used from now on. Sjoberg recognized the response from the Board Members and acknowledged that they were all uneasy with the report. Sjoberg restated the motion on the floor, with the additional comment that it had been determined that there would be room in the budget to cover the \$3,100.00, and showed his support of covering the extra cost. He reminded the board of last month's meeting when citizens spoke about needing handicap accessibility.

VOTE TAKEN: All ayes. **MOTION CARRIES.**

Donaldson next explained that the bill (\$2,300.00) for Schindler Elevator was being held back. She reminded the Board that it was decided in a previous meeting to send payment after all work had been completed. Sjoberg explained that it has been determined that a fire alarm system installed in the elevator may not be totally effective. B&B Electric and the company handling elevator repairs have estimated that it will cost \$2,400.00 (and about 10 hours) to repair. Sjoberg is waiting to determine who is liable for the expense.

Donaldson concluded her report by stating that six new employees have been hired in the last month: five aides and one clerk. These new hires were needed to fill existing positions that

became available when several college-bound employees went off to school.

Finance Committee Report

Sjoberg stated that building expenses to-date would not be covered at this time. Total revenue through August 31, 2010 is \$535,481.00, with \$183,996.00 remaining. Total expenses (Staff Compensation and General Operating Expenses) equal \$434,795.00. *Note that the spreadsheet did not provide information on Staff Compensation for the month of August and total expense figure is affected.

Sjoberg thanked the Friends of the Library for their \$15,000.00 donation.

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

Policy and Personnel:

Sjoberg stated the need for a draft policy on issuing electronic access keys to volunteers. It was determined that the issue would be tabled until next meeting to give the committee time to meet.

Communications and PR:

Howard (chair) discussed the Grand Opening on October 2, 2010. Planning of the agenda of events is underway, including author/illustrator visits, activities and entertainment. Additional highlights include special speakers and a group photo. A program is being designed, including the history of Hudson library, an agenda of events and a map of library locations. The cost for 500 color copies of the program will cost \$250.00. Howard suggested that the cost could be covered in the budget in "Contractual Service".

MOTION by Howard, **Seconded** by O'Malley, to use \$350.00 (extra for variation possibilities in cost) from Contractual Service line item in budget to cover cost of printing programs.

VOTE TAKEN. All ayes. **MOTION CARRIES.**

Discussion on mailing personal invitations to key individuals of the municipalities and surrounding towns, local business owners and other supporters by Howard and Donaldson.

MOTION by O'Malley to approve \$300.00 be spent on special mailings of the invitations. **Seconded** by Gavin.

VOTE TAKEN. Shaw passed on the vote, and the remaining members voted ayes. **MOTION CARRIES.**

Follow-up on Police Department participation on the Grand Opening was discussed by Sjoberg, Howard, and O'Malley.

Planning:

Nothing to report at this time.

Unfinished Business

Sjoberg reviewed the need for extra parking and the acquisition of 713 2nd Street. It was determined that there was nothing new to discuss on the item at this time. It will remain unfinished business.

Sjoberg reviewed his schedule for attending municipality meetings to propose the budget. Donaldson will be addressing the groups on staffing needs.

Questions were raised on the possibility of one or more of the municipalities voting against the proposal for the budget.

Board Comments and Items for Future Agendas

O'Malley commented on the need to better translate the library's needs to city council members. He requested that it be added to next meeting's agenda to discuss ideas on how to improve. Ostby asked Sjoberg if that was something to fit the responsibilities of the Steering Committee, to which Sjoberg confirmed would be under their items to determine.

Ostby requested an agenda item be created to regularly discuss a progress report from the Foundation.

Sjoberg closed by commenting on the tough job ahead in discussing the budget with the municipalities. He extended his gratitude to the Board Members for their support.

Adjourn

MOTION to adjourn by O'Malley. **Seconded** by Ostby.
VOTE TAKEN. All ayes. **MOTION CARRIES.**
Meeting adjourned: 8:25 P.M.

Minutes submitted by: Amy Richardson