

**Hudson Area Joint Library Board
Meeting Minutes
Monday, April 11, 2011
Approved**

Call to order at 6:33 PM

Roll call:

- Board Members Present: Roy Sjoberg, Rob Howard, Scot O'Malley, Marion Shaw, Dave Ostby, Theresa Johnson, Dan Koch (arrival at 6:35 PM)
- Board Members Absent: David Smith
- Visitors Present: Linda Donaldson, Matthew Winkler, Mary Davis, Dan Gavin, Jim O'Connor, Jeff Zais, Patty Zais, Ed Lucas, Ross Goulette, Dave Langer, Gloria Kramer, and Amy Richardson keeping minutes

Set date for next regular meeting

- Meeting date set for Monday, May 9, 2011, at 6:30 PM

Disposition of Minutes from March 15, 2011 meeting and of any intervening special or closed meeting

- MOTION by O'Malley to approve the minutes from March 15, 2011. SECOND by Koch. VOTE TAKEN. MOTION CARRIES. ALL AYES.

Citizens' request to speak

- J. Zais took this time to thank Scot O'Malley for his years of service and support to the Hudson Area Joint Library and its Board.

Presentation by Invitees

- a. **Friends of the Library:** P. Zais reported that the Friends have held four programs since the last meeting. The Green Fire film was shown three times and The Italians of North Hudson was shown once. These programs are each bringing in 6-8 new people to the library. Zais also noted a few technical difficulties that occurred during the showing of the films in the Conference Room. Zais also reported that volunteers have logged in 635.75 hours. O'Malley commented that this number would be like having three full-time employees and stressed the importance of "never losing sight" of the commitment from volunteers.
- b. **Hudson Area Library Foundation report:** J. Zais reported that the Foundation is looking at revising the policy on donations. He stated that an update was needed to simplify the act of donating. All donations, whether big or small, are tax deductible. The new policy would outline what donations would be handled by the Library and ones that would be handled by the Library Foundation. Zais proposed that the next step would be to work together to create a brochure on donating. He also stated that people want to see their donations doing something and donations should be used for improved service.

Review of status of the January 19, 2011 Board of Trustees regular session and the closed session. Review legal opinions. Action items stemming from the discussion which occurred during the January 19, 2011 meeting.

- a. **Action Item #1-Approve December 13, 2010 Board meeting Minutes:**
MOTION by O'Malley to approve the Minutes from December 13, 2010.
SECOND by Howard. VOTE TAKEN. MOTION CARRIES. 6 AYES, 1 ABSTAIN.

- b. **Action Item #2-Authorize O'Connor to put together a punch list of items and utilize the use of the bonding company to hold the final payment for Keller Construction until work is completed:** MOTION by O'Malley to authorize O'Connor to put together a punch list of items and utilize the use of the bonding company to hold payment for Keller Construction until work is completed. SECOND by Howard. VOTE TAKEN. MOTION CARRIES. 6 AYES, 1 ABSTAIN.
- c. **Action Item #3-Approve carry-over of \$9,745.04 expenditures incurred in 2010 to be paid in 2011:** MOTION by O'Malley to approve carry-over expenditures. SECOND by Howard. VOTE TAKEN. MOTION CARRIES. 6 AYES, 1 ABSTAIN.
- d. **Action Item #4-Accept the Steering Committee's summary report and add the RFP for Project Manager to the February Meeting Agenda:** MOTION by O'Malley to accept the summary report and add the RFP. SECOND by Koch. VOTE TAKEN. MOTION CARRIES. 4 AYES, 1 NAY, 1 ABSTAIN.
- e. **Action Item #5-Accept the evaluation of Donaldson done by Sjoberg:** No action taken due to resolution in prior meeting.
- f. **Action Item #6-Action to provide Donaldson with a copy of the evaluation done by Sjoberg:** No action taken due to resolution in prior meeting.
- g. **Action Item #7-Revisit the evaluation for review in three months:** No action taken due to resolution in prior meeting.
- h. **Action Item #8-Action to declare January 19, 2010 Closed Session as valid or as invalid:** No action taken due to resolution in prior meeting.

Steering Committee report and requests for actions

- a. **Recommendation from the Interview Subcommittee for hiring of a Preferred Consultant:** Lucas described the interviewing process taken by the Interview Subcommittee/Steering Committee. J. Zais set up a video conference via internet with Bill Wilson and Ethel Himmel from Himmel & Wilson, Library Consultants. The Board was given an opportunity to hear about their past experience as Library Consultants and the history of their consulting firm, as well as asking questions of their own. MOTION by Howard to approve the engagement of Himmel & Wilson at the cost of \$18,610. SECOND by O'Malley. VOTE TAKEN. MOTION CARRIES. 4 AYES, 1 NAY, 1 ABSTAIN.

Director's Report and requests for action

- a. **Discussion/action regarding the equipment and audio/visual system for the Board meeting room:** Donaldson reported that the equipment in the Board meeting room is not functioning properly. She introduced representatives from Advance Light and Sound to discuss technology options for the room. Langer and Goulette took a look at the room to decide what needed replacing. They found that the motor in the film screen was no longer functioning properly and would need replacing. The projector has overheating issues due to the bulb. They also discussed using existing equipment that was still functioning properly. Langer and Goulette suggesting installing an Integra Surround Receiver to integrate control functions of all components and replacing the screen with an 84"

screen, capable of supporting the 16:9 aspect ratio commonly used in film presentations. The total cost of updating the Board meeting room would be \$7,435.80. MOTION by O'Malley to accept the bid of updating the Board meeting room at the cost of \$7,435.80. SECOND by Koch. Donaldson commented that this cost would come from line item 396 (Technology) in the Budget. Johnson requested that a wall-mount remote be the model purchased with this system, instead of one that could be removed from the wall and carried to different locations in the room or stolen. VOTE TAKEN. MOTION CARRIES. 4 AYES, 2 NAYS.

Finance Committee Report and requests for actions

- a. Recommendations for action regarding non-recurring invoices or invoices not within the 2011 Board-approved Budget:** The Finance Committee reviewed all of the bills and requested payment for the following items that did not appear as a reoccurring item on the Budget: The Act 150 payments to neighboring libraries (\$22,554-River Falls, \$10,168-Somerset, and \$2,848.44-Roberts). New Richmond Library has yet to submit for a payment, but they have until July 1, 2011 to do so. MOTION by O'Malley to approve the amounts stated by Donaldson for this bill. SECOND by Sjoberg. VOTE TAKEN. MOTION CARRIES. ALL AYES.
- b. Recommendation for action regarding the insurance coverage on fine art not owned by the Library:** Donaldson reported that the insurance coverage on fine art not owned by the Library would be covered with a \$2,500 deductible/occurrence by the insurance company. The cost for this policy is \$613/year.
- c. Update on Keller Construction contract issues and consider possible actions:** O'Connor reported that he has been able to communicate with Bob Keller within the last month about unfinished contractual jobs in the renovation of the Library and thought that an agreement had been reached for the completion of these jobs and the issue of the final payment, the jobs are still not completed. O'Connor recommended using the bonding company to hold payment until work is completed. MOTION by O'Malley to terminate the Library's contract from March 9, 2010 with Keller Construction under Articles 12, 13, and 16, and further move that the Library complete its obligation under the contract by paying the remaining retainage to Keller's bonding company, Granite Re Inc., for contract closeout through the bonding surety's procedures. The final retainage, less deductions for items not completed, amounts to \$14,061.43, which may be further reduced by Keller's debt of \$5,207.69 owing to B&B Electric. SECOND by Shaw. Johnson urged that one final communication attempt be made before going ahead with the action in the motion. O'Malley amended his motion to state that a letter be sent with a final date of completion be added (April 25, 2011). Shaw agreed with the amendment. VOTE TAKEN. MOTION CARRIES. ALL AYES.

President's comments, report and requests for actions

- a. Announcement of changes to the composition of standing committees:**
Sjoberg reported that Shaw had been removed from the Policy Committee and asked if he would serve on the Facilities Committee. Shaw agreed to serve on the Facilities Committee. Ostby requested that an agenda item be added for the next meeting to discuss amending the bylaws as they pertain to committees and their make-up.
- b. Appointment of Nominating Committee two months prior to the Annual Meeting (June Board meeting) to present a slate of officers for year beginning June 2011 through May 2012 including position of the President, Vice-President and Secretary. (City of Hudson Finance Director is, per the Bylaws, to perform the duties of the Treasurer.):** Sjoberg reported that appointments will be held as usual.
- c. Discuss Trustees' efforts to encourage residents of the Town of Hudson, Town of St. Joseph and Village of North Hudson to utilize the Hudson Area Library:** Sjoberg asked the Board members if any actions have been taken to promote the Hudson Area Library. Johnson requested that the Communications Committee send "blurbs" to the townships so that email blasts could be sent out to residents with Library news included. Ostby stated that the City of Hudson does not use email blasts to communicate with residents, but that Library news could be posted on websites for the townships.
- d. Discussion and action regarding Board members attendance in person vs via phone and/or video conferencing. May require an amendment to the Bylaws as Section 5 of the Revised Bylaws states, "A quorum for the transaction of business at any meeting shall consist of five members of the board present in person." (Emphasis added):** Sjoberg stated that revising the Bylaws to state that five members of the Board be present in person would avoid issues like the one that had occurred during the January meeting when one board member was present via phone conference. Discussion of the Board members included agreements to this issue being reviewed in the Bylaws and possibly amended.

Planning (Facilities) Committee Report

- a. Discussion/action regarding shortage of parking space and availability of adjacent properties:** O'Malley stated that a decision needed to be made within the Planning Committee on which part of the property in question is wanted for parking at the Hudson Library.
- b. Discussion/action regarding signage invoices:** O'Malley stated that he had received invoices on the signage of the Library that stated that everything had been taken care of. Sjoberg also acknowledged that O'Malley may not return to the Library Board because of the election of Alderman, so he requested that Ostby be the new chair to the Planning Committee.

Policy and Personnel Committee report

- a. Approval of the Kindle e-Book Circulation Policy and Kindle Patron Release Form:** Johnson reported that a deposit of \$280 would be required by patrons interested in checking out the Kindles from the Library. There would also be a fine of \$5 per day that they are late in being returned. It would be required that a

patron complete a Kindle Patron Release Form. After the Kindle is late in being returned by 10 days, the \$280 deposit will be forfeited. Howard suggested that the deposit be secured by credit card, with O'Malley adding that the three-digit security code on the back of the card be added to the form for information needed. Johnson added that the expiration date of the card also be part of the gathered information from patrons. It was also suggested that each Kindle be engraved with a serial number. MOTION by Johnson to approve the Kindle e-Book Circulation Policy and Release Form, as well as adding the changes discussed during this meeting. SECOND by O'Malley. VOTE TAKEN. MOTION CARRIES. ALL AYES.

Communications Committee Report:

- Nothing to report at this time. The Committee was unable to hold a meeting due to not having a quorum.

Board Comments and Items for future Agendas:

- O'Malley agreed to check on term of serving on Library Board if not re-elected to his city position.
- Sjoberg thanked O'Malley and Johnson for their time served on the Library Board.
- As stated earlier in the meeting, Ostby would like an agenda item added for next meeting to discuss the revision of the Bylaws.

Adjourn

- MOTION by Ostby to adjourn. SECOND by Shaw. VOTE TAKEN. MOTION CARRIES. ALL AYES.
- Meeting adjourned at 9:03 PM