



Hudson Area Joint Library Board Approved Meeting Minutes Monday, August 08, 2011

1. **CALL TO ORDER AT 6:37 PM**
2. **ROLL CALL**
 - a. Board Members Present: David Smith, Roy Sjoberg, Dave Ostby, Rich Vanselow, Rob Howard, Dan Koch.
 - b. Board Members Absent: Barb J. Peterson, Marion Shaw.
 - c. Visitors Present: Linda Donaldson, Patty Zais, Jeff Zais, Jim O'Connor, Jan Standafer, Mary Ellen Paulson, Gloria Kramer, Mary Davis. Scot O'Malley arrival at 7:00 PM.
3. **APPROVE MEETING AGENDA**
 - a. MOTION by Ostby, second by Sjoberg, to approved the revised meeting agenda. Howard recommended that agenda revisions be highlighted.
4. **SET DATE FOR NEXT REGULAR MEETING**
 - a. MOTION by Ostby, second by Howard, to set the date of the next meeting for Monday, September 12, 2011 at 6:30 PM.
5. **DISPOSITION OF MINUTES FROM JULY 11, 2011 LIBRARY BOARD MEETING AND OF ANY INTERVENING SPECIAL OR CLOSED MEETING**
 - a. MOTION by Howard, second by Ostby, to approve the minutes from the July 11, 2011 meeting. VOTE TAKEN. ALL AYES. MOTION CARRIES.
6. **CITIZENS' REQUEST TO SPEAK**
 - a. Kramer asked if the roof was strong enough to hold 15-20 people; reported the exit door by the bathrooms (second floor) does not have an alarm, suggested televising the Library Board of Trustees meetings, inquired if the library receives any fellowship/trust funds from the City.
7. **PRESENTATIONS BY INVITEES**
 - a. Friends of the Library
 - i. Presentation of \$15,000 from the Friends' to the Library Board.
Paulson and Standafer presented the Library Board with a check for \$15,000. The Library Board recognized the hard work by the Friends' group and expressed appreciation for all the work by the Friends' group.
 - ii. Standafer showed the chairs purchased with funds from the Ann Marie Foundation Grant. Forty chairs and two stacking/moving trucks were purchased.
 - iii. Standafer noted that the Friends continue to search for funding to purchase an early learning station for the Children's Department.
 - b. Hudson Area Library Foundation report
 - i. None
8. **PRESIDENT'S COMMENTS, REPORT AND REQUESTS FOR ACTIONS**
 - a. Election of Vice President for the July 2011 meeting through the June 2012 meeting
MOTION by Ostby, second Valselow, to nominate Barb J. Peterson as Vice President. VOTE TAKEN. ALL AYES. MOTION CARRIES.
 - b. Report on "Bridge the Gap" letter to Residents of Partner Communities
 - i. Howard will investigate about bulk mailing cost for the "Bridge the Gap" mailing
 - ii. Smith will contact municipal leaders to discuss the "Bridge the Gap" letter
 - c. Report of the Ad Hoc Bylaws review committee
Smith requested that Board members review the Bylaws document emphasizing areas with yellow highlights and present the Bylaws to municipal leaders for review. Further discussion of the Bylaws will be at the September Library Board meeting. Two documents were distributed: "Sample Wisconsin Public Library Board of Trustees Bylaws, *Can a village board president remove library trustees from office before their terms are up?* Channel May-June 2005 and *What can we do if we have a library board member who rarely attends library board meetings?* Channel, September-October 2003.
 - d. Discussion/action regarding Network for Good link for web giving

Smith will continue to research "Network for Good" and report to the Library Board at the September meeting.

9. DIRECTOR'S REPORT AND REQUESTS FOR ACTIONS

Donaldson reported on circulation of material, library web site activity, mold in the staff lounge, adult programming, and OverDrive digital content. She highlighted press releases in the Star Observer and Hot Sheet. The Library Board requested that the library logo be a part of the bimonthly article with photos included. She noted that the Hudson Library has a very active and strong Children's program. Davis reported on the Summer Reading programs and attendance.

10. STEERING COMMITTEE REPORT AND REQUESTS FOR ACTIONS

The committee next meeting is Friday, August 12, 2011

11. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTIONS

Sjoberg reported that the July expenditure were within the 2011 Board-Approved Budget.

O'Connor reported the 700 1st Street renovation expenses were \$714,984. The Building Account balance is now zero and the 2011 Operating Fund balance account is \$357,717.

MOTION by Sjoberg, second by Howard, to accept the 2010 Library Remodeling and Library Fund Balances reports and to inform the City to make adjustments to the Library's Operating Fund Account, Donations Account, and Building Account.

O'Connor was recognized for all his hours of service during the renovation project and management of funds.

MOTION by Howard, second by Sjoberg, to approve the expenditure of \$1,350 to repair lobby blinds contingent upon a 1 year warranty on parts and labor. VOTE TAKEN. ALL AYES. MOTION CARRIES.

Sjoberg noted that AT&T will be applying a credit of \$459 to the next billing for long distance fees.

Sjoberg reported that the Finance Committee continues to investigate the collection of fines.

2012 PRELIMINARY BUDGET

Sjoberg reviewed Version 9, 2012 Preliminary Budget highlighting the increase in health insurance and reimbursement to other libraries. In addition, Sjoberg noted the revenue increase from St. Croix County for library services. Ostby opposed the inclusion of the Planning (studies) line item at \$14,000 and inquired about fund raising by the Library Foundation. MOTION by Sojberg, second by Howard, to approve the Version 9, 2012 Preliminary Budget and present this budget to the joint municipalities. VOTE TAKEN. FIVE AYES. OSTBY NAY. MOTION CARRIES.

12. PLANNING (FACILITIES) COMMITTEE REPORT

None

13. POLICY AND PERSONNEL COMMITTEE REPORT

Discussion/action regarding the 2011 Library Director Job Description and evaluation form

MOTION by Smith, second by Vanselow, to approved the 2011 Library Director Job Description with corrections and implementation on August 1, 2011. VOTE TAKEN. ALL AYES. MOTION CARRIES.

a. Weapons policy recommendation and discussion

MOTION by Smith, second by Vanselow, to coordinate with the city and develop a sign banning weapons at the library. VOTE TAKEN. ALL AYES. MOTION CARRIES.

b. Discussion/action regarding Discipline and Grievance Procedures

MOTION by Sjoberg, second by Howard, to forward to the Policy and Personnel Committee to review and develop grievance procedures for all library employees. VOTE TAKEN. ALL AYES. MOTION CARRIES.

14. COMMUNICATIONS COMMITTEE REPORT AND REQUESTS FOR ACTIONS

Walker display and lighting for art is on hold at this time.

15. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

a. Fund raising campaign

b. Strategic Plan development

c. Library Director Evaluation form

16. ADJOURN

MOTION by Koch, second by Ostby, to adjourn. VOTE TAKEN. ALL AYES. MOTION CARRIED. Meeting adjourned at 8:45 PM.