



Hudson Area Joint Library Board

Approved Meeting Minutes with correction

Monday 12 December 2011

700 First Street, Hudson WI

1. **CALL TO ORDER AT 6:33 PM**

2. **ROLL CALL**

- a. Board Members Present: Dave Ostby, Roy Sjoberg, Barb Peterson, Rich Vanselow, Dan Koch, Rob Howard, and Rich O'Connor
- b. Board Member Absent: Marion Shaw
- c. Visitors Present: Micheal Foley, Jim O'Connor, Matthew Winkler, Mary Davis, Laura Whitney, Ed Lucas, Scot O'Malley, Donna Miller, Beverly Riesberg, Susan Gilbert, Gloria Kramer, Patty Zais, Jeff Zais, Jan Standafer, and Bill Wilson

3. **APPROVE MEETING AGENDA**

- a. MOTION by Sjoberg, second by Howard, to approve the meeting agenda. Vote taken. All ayes. MOTION CARRIED.

4. **SET DATE FOR NEXT REGULAR MEETING**

- a. MOTION by Ostby, second by Vanselow, to set the date of the next meeting for Monday, 9, January, 2012, 6:30 PM

5. **DISPOSITION OF MINUTES FROM 10 OCTOBER BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS OR CLOSED MEETING**

- a. MOTION by Ostby, second by Vanselow, to approve the meeting minutes with correction. O'Connor abstained. Vote taken. All ayes. MOTION CARRIED. **Ostby requested that #15 include c. Discuss ways to lessen Director's time devoted to clerical functions made necessary by the activities of the standing committees.**

6. **CITIZEN COMMENTS**

- a. Whitney asked that the Kindles be circulated without a deposit as soon as possible.
- b. Kraemer recommended that the Hudson Home and Garden Group receive a thank you for all the landscaping improvements along the East and South side of the building. She recommended that the Communication Committee find a way to market the Library throughout the community.
- c. O'Malley reported that a Boy Scout has received approval from the City Council to build a retaining wall on the West side of the building. O'Malley is matching funds for any donations raised for the retaining wall project.

7. **PRESENTATIONS BY SUPPORTING ORGANIZATIONS**

- a. Friends of the Library
 - i. Standafer reported that the Friends received a grant and private donation totaling \$ 16,000 to purchase cabinets to hold the microfilm collection in the History Room of the Library.
- b. Hudson Area Library Foundation
 - i. No report.

8. **VICE-PRESIDENT'S COMMENTS, REPORT, AND REQUESTS FOR ACTION**

- a. Election of President
 - i. Ostby nominated Howard for President. Howard declined. (2/13/2012)
 - ii. Sjoberg nominated Peterson for President. MOTION by Vanselow, second by Ostby, to close nomination. All ayes. Vote taken. MOTION CARRIED.
 - iii. MOTION by O'Connor, second by Ostby, to approve Peterson as President of the Library Board. Vote taken. All ayes. MOTION CARRIED.
- b. Report with possible action on Hudson Area Joint Library Restated Bylaws – Comments from George Klein

- i. Ostby will discuss with Klein about his editorial comments to the Hudson Area Joint Library Restated Bylaws. He will bring to the January Library Board meeting a proposal for any changes to be made to the Restated Bylaws as a result of his discussion with Klein.

9. NEW PRESIDENT'S COMMITTEE APPOINTMENTS, REQUEST FOR BOARD APPROVAL

- a. Finance Committee
 - i. Chair: Sjoberg
Vice Chair: Peterson
Other members: Len Johnson, Charles Roberts, Jim O'Connor
Time: 7:30 AM
Meets Wednesday prior to the Library Board Meeting
 - b. Planning Committee
 - i. Chair: Vanselow
Other members: Ostby, Shaw
 - c. Policy & Personnel Committee
 - i. Chair: Gilbert
Vice Chair: Peterson
Members: Koch, O'Connor
One vacancy
Time: 6:00 PM
 - d. Communications Committee
 - i. Chair: Howard
Vice Chair: Sjoberg
Other members: Christopher Mick, Michael Huber, Gail O'Connor, Jenny Jochimsen, Jeff Zais, one vacancy, and two non-voting youth Elijah Verdoorn, Katelyn Asmus.
 - e. Steering Committee
 - i. Chair: Peterson
Vice Chair: Sjoberg
Other members: Bye Barsness, Jim O'Connor, Ed Lucas, Jeff Zais, Susan Gilbert, Rob Howard, and one vacancy.
Time: 7:30 AM
 - f. Library Board Meeting
 - i. Chair: Peterson
Vice Chair: [to be elected at the next Board Meeting]
Secretary: [to be elected, if necessary, at the next Board meeting]
Other members: Howard, O'Connor, Koch, Ostby, Shaw, Sjoberg, Vanselow
- MOTION by Howard, second by Sjoberg, to approve the committee appointments. Vote taken. Six ayes. Ostby opposed. MOTION CARRIED.

10. STEERING COMMITTEE PRESENTATION

- a. Lucas presented an overview of the Steering Committee many funding alternatives investigated for the library which included joint, municipal, and district library. He noted that the Steering Committee narrowed the alternatives down to two paths for the library in the future.
 - continue in the direction that the library is proceeding
 - find a direction that will move the library forward at a sustainable funding level.
- b. Wilson summarized the survey results (email and USPS), and summarized interviews with residents of the community. Wilson reported that the Library, when compared to communities of similar size population, the Hudson Library was well below the basic level of service in collection size, hours, funding, and staffing.

MOTION by Howard, second by Koch, requesting that the Steering Committee prepare a recommendations to the Board in January on how to best present the Steering Committee's materials and findings to the municipal partners of the Library. Vote taken. All ayes. MOTION CARRIED.

11. DIRECTOR'S REPORT AND REQUESTS FOR ACTION

- a. Report on "Bridge the Gap" letter to residents of partner communities
The certification for nonprofit status bulk mailing was accepted by the USPS. Sjoberg suggested that sending the funding letter late in the year would not be a wise use of the \$5,000. Many of the nonprofit organizations have sent giving requests to community residents earlier in the month and the "Bridge the Gap" letter would not arrive in mailboxes until the week of Christmas. Consensus of the members present that the fund raising letter not be sent at this time.
- b. Discuss ways to lessen Director's time devoted to clerical functions made necessary by the activities of the standing committees
Donaldson proposed hiring a .25 FTE to assist with committee preparations at the pay rate of \$13.46. MOTION by Sjoberg, second by Howard, to add \$7,500 to part time salaries for a .25 FTE. Vote taken. One aye. Six nays. MOTION FAILED.

At the October Library Board meeting, Ostby announced that he would be researching ways to lessen the clerical work load associated with the standing committees performed by the Library Director.

According to Ostby, his research confirmed that timely posting of an agenda is the only requirement for an ad-hoc committee meeting; the agenda needs to be published in the established media; meeting agenda can be prepared by committee chairs; committee chairs can distribute the agenda; the agenda needs to be published at least 24 hours prior to the time set for the meeting; and meeting minutes can be written or vocal.

The primary source supporting Ostby's comments was his summary of information received from attorneys at the Wisconsin Towns Association.

No action taken on this report. Board members supported reducing the clerical work load of the Library Director of ad-hoc committees.

Ostby questioned Board membership on ad-hoc committees noting that having three Board members assigned to a committee creates a negative quorum since the Library Board contains eight members. Following discussion, Peterson recommended that the library consider hiring a lawyer for a legal opinion on this topic. MOTION by Sjoberg, second by Vanselow, to get a legal opinion on committee membership and the creation of a negative quorum and contracting for up to three hours of service. Vote taken. All ayes. MOTION CARRIED.

Peterson suggested budgeting \$1,200 in the 2012 budget for a person to take on the secretarial role for the Library Board committee. MOTION by Howard, second by Koch, to increase the monthly stipend to \$100 per month for recording the Library Board meeting minutes, preparing packets, sorting and collating documents. Vote taken. All ayes. MOTION CARRIED. The Policy and Personnel Committee was asked to consider this matter.

12. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Impact of 2013 Budget Cut
The library reserve funds will only last into 2013 and given this situation the Finance Committee forecasted a proposed break even budget for 2013. In order to break even in 2013 it would be necessary to reduce the materials budget, programming, hours open, and 1+FTE. No action taken or necessary at this time.
- b. Issue with bonding company
The Granite Re, Inc. bonding company is demanding payment of \$14,061.43. Sjoberg sent a memo stating "library's payments made to the contractor or to B&B Electric were approved by our architectural firm who we paid to manage the project. We relied on our architectural firm to inform us in advance if your company was unwilling to approve the payments which the library made to the contractor and to B&B Electric pursuant to an agreement reached with the contractor sometime after the letter dated April 12, 2011." Sjoberg also stated that the library's construction related officers and directors liability insurance may need to come into play.

- c. Adjust the 2012 Budget to reflect the known increase in health insurance premiums and other adjustments

Sjoberg led the review of proposed adjustments to the 2012 budget. Increases included health insurance premiums, maintenance repairs, contractual leases, property insurance, and the addition of \$1200 (see 11b above) for staffing to perform Board secretarial duties.

Sjoberg noted new line items 217, 249, 357 listed in the budget that the City Financial Officer added to the 2011 budget report.

MOTION by Sjoberg, second by Howard, to adopt the adjusted 2012 budget. Vote taken. All ayes. MOTION CARRIED.

- d. Recommendations regarding non-recurring invoices not within the 2011 Board approved budget to include cost of Schindler Elevator Service contract

MOTION by Sjoberg, second by Koch, to pay \$1,796.13 to Schindler Elevator for the yearly maintenance lease and pay State of Wisconsin \$50.00 for the yearly elevator inspection and to pay \$3,600 to Himmel and Wilson, Library Consultants. Vote taken. All ayes. MOTION CARRIED..

13. PLANNING (FACILITIES) COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. No report.

14. POLICY AND PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Meeting Room Policy

MOTION by Howard, second by Ostby to approved the revised Meeting Room Policy. Vote taken. All ayes. MOTION CARRIED.

- b. After Hour Teens Event Policy

MOTION by Howard, second by Vanselow, to approve the After Hour Teens Event Policy. Vote taken. All ayes. MOTION CARRIED.

- c. Revised Kindle E-Book Circulation Policy

MOTION by Peterson, second by Ostby, to adopt the revised Kindle E-book Circulation Policy with the removal of a circulation deposit. MOTION CARRIED.

- d. Protocol for Library Director evaluation

MOTION by Peterson, second by Sjoberg, to evaluate the Library Director's performance with two Board members evaluating the Library Director using the new job description and presenting this evaluation to the Library Board in February. Vote taken. All ayes. MOTION CARRIED.

The Library Director will perform a self-evaluation. Following the presentation to the Library Board in February, the Board President will review the evaluation with the Library Director. The two board members will be Koch and Sjoberg.

15. COMMUNICATIONS COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. No report.

16. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

- a. Election of Vice Chair and Secretary
- b. Report from Steering Committee
- c. Ostby report on Bylaws
- d. Legal opinion clarifying what constitutes a negative quorum.
- e. Update on clerical secretary for Library Board
- f. Elimination of Planning (Facilities) Committee

17. ADJOURN

- a. MOTION by Vanselow, second by Ostby, to adjourn. Vote taken. All Ayes. MOTION CARRIED. Meeting adjourned at 10:03 PM.