

Hudson Area Joint Library  
Board Meeting Minutes  
February 15, 2011

~~Unapproved~~ Approved with Corrections March 15, 2011

1. Meeting called to order at **6:35 PM** by Sjoberg.
2. Roll Call and introduction of visitors

**Board Members Present:** Roy Sjoberg, David Smith, Rob Howard, Marion Shaw, Scot O'Malley, Dan Koch, Dave Ostby, and Theresa Johnson

**Others Present:** Linda Donaldson, Jim O'Connor, Jeff Zais, Patty Zais, Jan Standafer, Police Chief Marty Jensen, George Klein, Mary Davis, Beverly Reeseberg, and Amy Richardson keeping minutes.

Johnson, as of 2-3-2011, is the new appointed Board Member to represent the Township of St. Joseph and is replacing Dan Gavin's position. Johnson will not be running for position of Town Chair and her currently held status as Town Chair for St. Joseph Township will end on April 12, 2011. It will be up to the new board of the Township to decide if Johnson will continue to serve on the Library Board.

3. Set date for next regular meeting [March 14, 2011-Usually the 2<sup>nd</sup> Monday of each month]

Johnson stated that she would have to be late on March 14<sup>th</sup> due to a prior commitment. Shaw objected to the dates of the Board Meetings being changed for the last two months and doesn't want to see this as a habit. He also stated that the library website publishes the date of the open Board Meetings as "the second Monday of every month".

**MOTION** by Shaw to keep the meeting date for March 14, 2011. **SECOND** by O'Malley.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

4. Approval of Minutes from January 19, 2011 meeting and of any intervening special or closed meeting

**MOTION** by Shaw to have the meeting minutes, closed session minutes, and the entire January meeting stricken from the record. **SECOND** by Ostby.

Sjoberg asked for discussion and a statement on the reason for the motion. Shaw stated that he isn't mentioned on the minutes as a Board Member, whether present or absent. Shaw also objected to the fact that he wasn't invited to join the January meeting via phone call when another Board Member ~~was asked to~~ participated in that capacity. Smith clarified the facts by stating that he was not invited to call in but that he initialed the request to call in. Ostby objected to having minutes from the closed session of the January meeting. He also stated ds

that the closed session immediately became public record when the minutes for that session were published and handed out to Board Members. Sjoberg responded that he sought the advice of the city attorney on closed session meeting policy and was told that what happens in closed session isn't private information. [He Sjoberg](#) also stated that closed session is for the purpose of discussion without offending a third party. It was also investigated by Donaldson and found that the information in closed session is accessible under the Freedom of Information Act. Smith stated that, according to the Wisconsin League of Municipalities, any person seeking information discussed in closed session is entitled to it verbally from participating members of the closed session. Johnson and Ostby stressed the importance of not having an audio recording of closed session and Richardson clarified that all audio recording devices were turned off during the closed session in January and the minutes were prepared from notes taken during that session. O'Malley advised that the library board handle closed session minutes in the same way that the city handles closed session minutes. The closed session minutes for the city council are never mailed out to council members, but instead handed out in an envelop marked "closed session" prior to the meeting being called to order.

**VOTE TAKEN. 3 AYES, 4 NAYS, and 1 ABSTAIN. MOTION FAILS.**

**MOTION** by O'Malley to hand out closed session minutes ONLY at the start of the next meeting and be returned to the Board President at the end of the meeting. **SECOND** by Howard.

Johnson showed concern about taking any action on this matter until legal advice [is obtained.](#) ~~on the matter is looked into.~~ O'Malley **RESCINDED** his motion, with the agreement of Howard, so that this matter could be looked into first.

**MOTION** by O'Malley to accept the minutes and closed session minutes from the January 19<sup>th</sup> meeting. Motion fails for lack of second.

**MOTION** by Johnson to refer this matter and both sets of minutes to the Wisconsin League of Municipalities and the Wisconsin Towns Association to seek legal advice on how to proceed.

**SECOND** by Koch.

**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

Sjoberg requested that all copies of the closed session minutes be returned to him at this time. Johnson stated that she would need her copy in order to seek the legal advice approved in the motion. O'Malley also requested to keep his copy for his investigation.

#### 5. Citizen's Request to Speak

[Shaw requested to speak but was advised by Johnson that Board members can only speak under Board Comments. Shaw accepted this advice.](#) None at this time.

#### 6. Presentations by Invitees

- a. Friends of the Library: P. Zais stated that the Friends of the Library has started a new membership campaign and displayed a new pamphlet designed for the Friends. She also informed the Board that the Friends hosted a Swan Walk on Saturday, February 12, 2011, with attendance of over 50 people. Howard requested that the new Friends pamphlet display the new logo for the library and the slogan.
- b. Phipps Partnership Task Force: Howard handed out minutes taken from the last meeting of the Task Force. J. Zais went through a review of the minutes by stating that art would be displayed, as well as signage and brochures, by the Phipps with the help of Library employees or volunteers. J. Zais gave the suggestion that the Library proceed with the partnership with the Phipps. The earliest date possible for the first exhibit would be May, 2011. O'Malley suggested that the lease for the building be reviewed due to the fixtures needing to be installed for the display of artwork. Donaldson stated that the insurance would cover \$50,000 for artwork that is displayed but she also said that she would double-check with the agency since the artwork isn't owned by the library.

#### 7. Planning (Facilities) Committee Report

Nothing to report at this time.

#### 8. Discussion/action on public parking spaces with City Chief of Police

O'Malley stated that there is a need for increased parking for the library. He asked Jensen if the signs for Police Department Visitors could be changed to state "Until 4:30" to give evening library visitors extra parking. Jensen said that he would agree to that change.

**MOTION** by O'Malley to have the visitor parking signs for the Police Department changed to read, "Monday through Friday Until 4:30 PM". **SECOND** by Johnson.

**VOTE TAKEN. MOTION CARRIES. 7 AYES AND 1 ABSTAIN.**

#### 9. Agenda Item Removed.

#### 10. President's Comments and Reports

Sjoberg stated that he would be presenting comments ~~to at~~ the next Intergovernmental Advisory Council meeting on April 18, 2011. ~~This is a quarterly meeting of the Intergovernmental Council.~~

#### 11. Hudson Area Library Foundation Report

J. Zais welcomed Johnson to the Library Board. He went on to comment on the Foundations ongoing development of a policy on monetary donations. He finished his comments by

emphasizing the importance of strategic planning for the Hudson Area Joint Library and encouraged the Board to move forward.

## 12. Director's Report and Requests for Actions

### a. Approval of Bylaws of the MORE (My Online Resource)

MORE recently updated and revised their Bylaws. MORE no longer has the MORE System Administrator position and the document needed to be updated. Changes being made to the MORE Bylaws include the number of votes given to each library based on the size of their collection and amount of circulation, instead of one vote per library. This would give credit to the larger libraries that obtain multiple copies of items. There would also be an increase of \$3,000 owed to the MORE system by Hudson Area Joint Library starting in 2012. All libraries within the MORE system need to approve the clean copy of the revised bylaws in order for it to pass.

**MOTION** by O'Malley to accept the MORE revised bylaws. **SECOND** by Howard.

**VOTE TAKEN. MOTION CARRIES. 7 AYES AND 1 NAY.**

### b. Report on new signage in library and order status of business cards, stationery, banner, etc.

O'Connor reported that the lighted sign at the entrance of the parking lot is being worked on and he plans on calling the company again. Donaldson stated that the new library cards and "wallets" for kids' cards are ready for pickup.

### c. Discussion/action regarding the purchase of conference calling telephone

Donaldson discussed issues of static on the phone line when using conference calling features in the conference room with the existing setup. Donaldson has researched conference calling telephones and was told by Baldwin-Telecom that purchase and installation would be \$930. Amazon sells the same model for \$644.70 and installation of the line by Baldwin-Telecom would be \$90. Baldwin-Telecom will not service the model if purchased through Amazon.

**MOTION** by Smith to approve the purchase of the conference calling phone system from Amazon and installation by Baldwin-Telecom. **SECOND** by O'Malley.

**VOTE TAKEN. MOTION CARRIES. 6 AYES, 1 NAY, AND 1 ABSTAIN.**

### d. Discussion/action on Sign Me Up of Wisconsin invoice [Charge for lift to reattach letter "B" W ext. of bldg]

Donaldson reported that \$500 was paid to Sign Me Up, but that \$250 was still owed. The outstanding balance is for the lift that was used to reattach the letter "B".

O'Malley requested to see the contract to investigate if anything could be covered under warranty.

**MOTION** by Smith to refer this issue to the Facilities Committee. **SECOND** by Koch.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

e. Discussion/action regarding the 2010 Public Library Annual Report

Donaldson started by explaining the process of creating the annual report, including filling in all the information, getting signatures from the Board, and being double-checked and submitted to the Library Federation by IFLS. A few changes to be made to the report include street address, item circulation number (from 319,000 to 345,000 items), and the addition of Johnson as a Library Board Member ([depending on the applicable referenced date](#)).

**MOTION** by O'Malley to approve the draft copy of the 2010 Public Library Annual Report with corrections. **SECOND** by Howard.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

13. Finance Committee Report

a. 2010 Year End Financials

Donaldson reported on the following 2010 Year End figures: Total Revenue (\$742,399), Staff Compensation (\$427,315), Operating Expenses (\$349,355), Total Expenses (\$776,669), and Net Revenue (\$-34,270).

Ostby inquired about the dispute with the telephone company. Donaldson replied that she contacted a different phone number given to her, along with a claim number, and was told that the issue would not be resolved quickly. She also added that, supposedly, there is a credit being added to the account.

Smith commented that the figure for outstanding fines owed to the library from library patrons equals approximately \$40,000, as discussed during the Finance Committee meeting. Johnson suggested that fines owed be attached to property taxes owed to municipalities.

**MOTION** by Johnson to ask the City Attorney of Hudson about legal rights in attaching library fines to taxes owed to participating municipalities. **SECOND** by O'Malley.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

**\*Johnson asked that this motion be emailed to her to be used when seeking the advice of the City Attorney.**

b. Summary of expenditures submitted for approval

A detailed list of expenditures was submitted to the Library Board detailing the expenses in January, 2011.

Sjoberg ~~told~~ advised the Board members that, in May of 2003, the Library Board approved a motion to specifically authorize the Finance Committee to review and approve bills from the city for payment.

c. Summary of 2011 Revised Budget submitted for approval

Sjoberg reported on budgeted revenues and expenditures for 2011. Total Revenue is expected to be \$739,025, Staff Compensations ~~are~~ is expected to be \$448,683, and General Operating Expenses are projected to be \$408,470. Total Net Revenue for 2011 is expected to be \$-118,128.

14. Discussion/action to approve recommendations from the Finance Committee

a. 2010 Year End Financials

**MOTION** by Smith to approve the 2010 Year End Financials. **SECOND** by O'Malley.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

b. Pending expenditures

**MOTION** by Smith to approve the expenses as presented by the Director and reviewed by the Finance Committee. **SECOND** by Howard.  
**VOTE TAKEN. MOTION CARRIES. 7 AYES AND 1 ABSTAIN.**

**MOTION** by Smith to grant authority to the Finance Committee to approve expenditures within the Board-approved budget. **SECOND** by Howard.

Donaldson commented that this would help keep bills paid on time, without accruing fees for late charges. Johnson showed concern about "unusual expenses" and asked that it be added to the motion that these types of expenses be brought to the Board.

**MOTION WITHDRAWN, WITH APPROVAL OF SECOND.**

**MOTION** by Smith to grant authority to the Finance Committee to approve reoccurring monthly expenses within the Board-approved budget. **SECOND** by O'Malley.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

c. 2011 Revised Budget

**MOTION** by Johnson to accept the revised budget with corrections. **SECOND** by O'Malley.

**VOTE TAKEN. MOTION CARRIES. 6 AYES AND 2 NAYS.**

15. Steering Committee Report

Sjoberg reported that the Steering Committee met on February 11, 2011. Discussions during the meeting included taking action on sending out the requests for proposals for a Project Manager and the new job description for the position of Library Director. The Steering Committee referred the new job description to the Policy and Personnel Committee. The difference in the roles of the Steering Committee and the Board of Trustees was also discussed. Sjoberg summarized by saying that the Steering Committee functions as a support to the Board of Trustees, working on the details that need development that would lengthen Library Board meetings. The Steering Committee provides recommendations for the Board to take action. The Steering Committee draws on external and internal expertise to provide best advice and to push forward. Sjoberg also informed the Board that a request will be brought to next month's meeting asking to formalize [a charter for](#) the Steering Committee ~~into a charter~~ of the Library Board. It was also discussed [at the Steering Committee](#) if a Programs Committee should be formed to handle program information concerning the library. The Friends of the Library have agreed to work with Donaldson to coordinate adult programs. Smith added that follow-up on potential candidates for position of Project Manager has been conducted.

Johnson inquired whether any policy documents have been put into place as framework for the committees (new and existing) of the Library Board. She discussed the need to distinguish which part of the population each one represents and how they interact with the Board. Sjoberg explained that the Board has never had chartered committees before, but would be requesting it for the Steering Committee. He welcomed the thought from Johnson to charter the other committees, as well. Johnson stated that she would like to see this item added as a future agenda item.

16. Discussion/action to approve new Mission Statement

Sjoberg reviewed the mission statement created by the Steering Committee for the Board Members. The statement is as follows: "Our Hudson Area Library provides a community gathering place where knowledge flows freely, nurturing lifelong learning."

**MOTION** by O'Malley to approve and adopt the new Mission Statement. **SECOND** by Howard.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

17. Discussion/action to approve distribution of Requests for Proposals for Project Manager

Smith reported that work has been done on this item and solicitation needs to be done more formally. He stated that the intention is to send the RFP's to the organizations that have already been identified as having the qualifications that would be suitable to the needs of the library. Letters of intent would be submitted by those organizations interested in the role of

Project Manager and interviews would be conducted by the Board. There would be no cost in the selection process.

**MOTION** by O'Malley to approve the distribution of the RFP's. **SECOND** by Sjoberg.  
**VOTE TAKEN. MOTION CARRIES. 6 AYES AND 2 NAYS.**

#### 18. Policy and Personnel Committee Report

Sjoberg informed Johnson that Gavin's previous position on the Board included chairing the Policy and Personnel Committee. Shaw reported that the committee has spent meeting time going over the Meeting Room Policy, the Internet Use Policy and background checks. Shaw also stated that he was displeased to find out that doors and windows had been replaced within the library in conjunction with the Meeting Room Policy with the approval of the Finance Committee and not with the Library Board's approval. Sjoberg explained that this was an incidental remodel cost made for safety reasons and followed the procedure, as passed by the Library's Board Members in May of 2003, of being given to the Finance Committee by the City and approved as an expense.

#### 19. Discussion/action to approve 2011 Library Director Job Description

**MOTION** by O'Malley to refer the 2011 Library Director Job Description to the Policy and Personnel Committee for review. **SECOND** by Koch.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

#### 20. Discussion/action of the Internet and Computer Use Policy, Meeting Room Policy and Guidelines, and Wireless Access Policy

**MOTION** by Johnson to approve the Internet and Computer Use Policy. **SECOND** by O'Malley.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

**MOTION** by Johnson to approve the Meeting Room Policy and Guidelines. **SECOND** by O'Malley.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

**MOTION** by Johnson to approve the Wireless Access Policy. **SECOND** by O'Malley.

Johnson pointed out that all library documentation should read, "Hudson Area ~~Joint~~**JOINT** Library". **She asked that all of her motions be amended to have all policies titled, "Hudson Area Joint Library". O'Malley agreed to the amendment as Second to each motion.**

**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

#### 21. Communications Committee Report



Sjoberg inquired ~~with of~~ the ~~Board-Trustees about~~ ~~on~~ their efforts to encourage citizens in their municipalities to use Hudson's Library. Johnson requested that notifications on ~~l~~ library events and announcements be electronically communicated to the municipalities to be included in periodic newsletters and other communications. Howard suggested that the article on the library be redistributed in this manner. O'Malley suggested that articles pertaining to the library also be submitted to the Hudson Patch website.

## 22. Unfinished Business

Sjoberg stated that parking issues still needing attention should be researched by the Facilities Committee. O'Malley agreed.

23. Closed Session under WI Statute 19.85 (1)(c) to consider 2010 Library Director Evaluation Memo, Town of Hudson Memo, and to consider removal of the 2010 evaluation from the personnel file and to consider compensation of Library Director

Sjoberg began by stating, "On the agenda, there is a notice at this time to consider going into closed session under WI Statute 19.85 (1)(c) to consider 2010 Library Director Evaluation Memo, Town of Hudson Memo, and to consider removal of the 2010 evaluation from the personnel file and to consider compensation of Library Director."

**MOTION** by O'Malley not to go into closed session due to the questions regarding the conduct of closed session and the taking of minutes in closed session. **SECOND** by Johnson.

**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

24. Reconvene into open session for possible action on 2010 Library Director Evaluation Memo and to consider removal of the 2010 evaluation from the personnel file and any change in compensation of Library Director

Due to above motion, reconvening is not necessary.

Sjoberg requested the Board to consider allowing the removal of the current 2010 Library Director Evaluation Memo and having the Policy and Personnel Committee ask Donaldson for a new evaluation based on the previous Job Description for Library Director and her performance during 2010. Johnson stated that no action on this matter should be taken within the meeting because a closed session was not held. Ostby agreed with Johnson because of the wording of the agenda item. Smith and O'Malley disagreed and felt the agenda item would allow for action.

**MOTION** by O'Malley to remove the 2010 Evaluation Memo from the Library Director's personnel file and refer the task of the new performance evaluation to the Policy and Personnel Committee to be done based on the old Library Director Job Description. **SECOND** by Ostby.

**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

## 25. Board Comments and Items For Future Agendas

\*In Agenda Item #15 of current meeting, Johnson stated that she would like to see the discussion of chartering Library Board committees added as a future agenda item.

Shaw expressed having concerns about a meeting he attended, closed sessions, telephone calls, appointments vs. attendees, and powers of the Library's committees in approving expenses of the Library. He also had concerns about the future of conference call attendance by Library Board members in meetings with the purchase of the new conference calling telephone. [Shaw stated that he would stay home if conference calling service was made available.](#)

O'Malley requested that discussion on the possibility of subletting space in the Library for use during the Fourth of July and fireworks display be added to next month's agenda. He stated that it was an idea brought to him from P. Zais of the Friends of the Library and would help raise money for the Library.

## 26. Adjourn

**MOTION** by O'Malley to adjourn the meeting. **SECOND** by Howard.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

Meeting adjourned at 9:55 PM.

\*Minutes prepared by Amy Richardson