

**Hudson Area Joint Library Board**  
Meeting Minutes January 19, 2011  
Approved with Corrections February 15, 2011

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

**Roll call**

The following Board Members were present: Roy Sjoberg, Rob Howard, Dave Ostby, and Scot O'Malley. David Smith was present via phone. Dan Koch arrived at 6:40 pm.

Board Members absent: Dan Gavin

Others present: Linda Donaldson, Theresa Johnson (Chair, St. Joseph Township Representative for Dan Gavin), Mary Davis, Jan Standafer, Pat Zais, Jim O'Connor, Susan Gilbert, Theresa Schoussek, and Amy Richardson keeping Minutes.

O'Malley suggested that the meeting date in February be set for Tuesday, February 15, 2011, at 6:30 PM.

**MOTION** by O'Malley to set the meeting for that date. **SECOND** by Howard.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

**Approval of Prior Minutes**

Sjoberg stated that the minutes are correct, but that some corrections should be made to reflect the change in Steering Committee meeting times. The regularly scheduled meetings for the Steering Committee are now held on the second and fourth Friday. Also, the meeting day for the Finance Committee has changed to the Wednesday preceding each monthly Board Meeting. Sjoberg emphasized that the minutes are correct in noting the discussed times, but that changes had been made since the December meeting and should be reflected in the December minutes.

Smith requested a clarification that the phrase "up to" be added to his motion under the section of "Finance Committee". His motion would read, ".....to make changes to the 2011 Budget to accommodate **up to** \$40,000 being spent on hiring a Library Consultant for planning." The phrase would also be added twice to the paragraph directly above the motion pertaining to discussion on that expenditure. Howard, who seconded the motion, agreed with that interpretation of the conversation.

**MOTION** by O'Malley to approve the December 2010 minutes as corrected. **SECOND** by Koch.  
**VOTE TAKEN. MOTION CARRIES. ALL AYES.**

**Citizens' requests to speak**

Schoussek requested to speak to the Board members about SCORE. She suggested that the Board consider a simplified version of her previous request to allow SCORE use of the library. Her proposal included periodic use of the classroom area for software training and use of shelving for placement of a collection of books pertaining to owning and running a small business. SCORE would provide the computer software and books for the small business collection.

Sjoberg commented that creating a partnership with SCORE would be "in line" with what the visioning session had in store for the library. He stated that the logistics of the partnership should be left up to the staff. Donaldson said that use of the classroom facility would be feasible with the use of City IT to install the software and a policy put in place about use of the facility. Sjoberg added to that by requesting that the policy for the classroom be an added item on the Policy and Personnel Committee agenda for next meeting.

Ostby requested to speak as a citizen and provided individuals of the Board with a copy of a statement he had prepared for the meeting. In this statement, he shared his thoughts on the spending of operational funds. His main concern was that the Board was spending outside of their delegated responsibility of Library operations. He reviewed the expectations that were set during the planning stages of purchasing the new building, including operating in the red for 5 years while the Foundation restarted the capital campaign for funding. He also spoke about the absence of the Library Foundation as a regular agenda item for Board meetings, despite his request that they be a permanent agenda item. He stated that "the Town Board is increasingly concerned over the Library Board's direction when it comes to funding the operations of the Library." He added that there was currently an item on the agenda for the February Town Board meeting for possible action regarding the Town's position on the Library and its use of the Town's portion of Library operating funds.

Sjoberg pointed out that the use of operating funds for planning, and communications was a necessity when preparing to ask ~~for~~ private financial support for the Library.

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### **Presentations by Invitees**

Zais presented the Board with a report on volunteer hours by Friends and Library volunteers (440 hours) and Standafer provided the Board with a hand-out that showed tentative Friends of the Library events for 2011. Standafer also made a statement encouraging Board members to have a Library card, if they don't already have one.

O'Malley inquired about the upcoming book sales for 2011 and if there was a projected income for the sales. Zais stated that she estimated at least \$2,000 a sale, and possibly more.

Sjoberg thanked Standafer and Zais for their continued efforts on behalf of the Library.

### **President's Report by Roy Sjoberg**

Sjoberg commented on the Federal Grant Status and stated that the check had arrived from the Federal Government in the amount of \$147,000, which was used to pay for equipment and other items specified in the writing of the grant proposal. Sjoberg recognized the efforts of O'Connor for putting together the grant proposal and seeing it through to completion.

**Director's Report by Linda Donaldson**

Donaldson reported on her research into doing background checks on employees and volunteers. She stated that one problem is that most libraries have their City departments do the background check and Hudson is a joint library. She also commented that a lot of libraries only do the background checks on employees and not the volunteers.

O'Malley suggested looking toward the Wisconsin Department of Correction or Bureau of Apprehension for assistance in this matter because of the Library being a government agency.

Johnson was agreement with the use of background checks and insisted that volunteers be checked, as well.

Donaldson asked the Board what the criteria would be for items on someone's record. Johnson stated that that would have to be determined based on the position held by an individual. Sjoberg requested that this topic be added for immediate review by the Policy and Personnel Committee.

Donaldson also reported on a presentation by the City given to full-time employees on the use of Google Docs.

Donaldson stated that new signage on the doors showing the library's new hours would be arriving soon. She also reported that a sign showing "Restroom" and "Copier" has also been ordered.

1,000 new library cards were ordered from IFLS with the new logo design for \$0.38 per card.

A discussion regarding police parking within the parking lot took place between O'Malley and Ostby. It was requested that this topic be placed on next month's agenda for possible action to remove one of the spaces as Police Visitor Parking. Marty Jensen, Hudson's Police Chief, will be invited to attend the meeting for the sake of discussing this item.

### **Finance Committee Report**

O'Connor gave a report on the Keller contract. He stated that a response from Keller on unfinished items has been difficult to obtain, for both himself and McCleary, the BKV architect. The bonding agent has also attempted to receive a response without success. The remaining unfinished items will be documented, as well as minor adjustments. O'Connor recommended that payment be made in full to the bonding agent and not released to Keller until these items are 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 the payment for Keller Construction until work is completed. **SECOND** by Ostby.

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

Donaldson reported on the budget. She began by commenting on the December finances and stated that staff wages, in the amount of \$34,539 (with benefits), also reflected the amounts for Longevity and Life Insurance. They are now being combined in full-time salary figures. Operational costs for the month of December totaled \$37,200.

Donaldson also reported on the expenses that are carried over into the 2011 Library Budget. There is a total amount of \$9,745.04 owed from expenditures approved in 2010.

**MOTION** by O'Malley to approve the carry-over of the 2010 expenditures to be paid in 2011. **SECOND** by Howard.

Johnson pointed out that the 2011 Budget would have to be adjusted to reflect these expenditures. Sjoberg stated that the 2011 Budget would be adjusted.

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

Sjoberg asked the Board if it would be acceptable to allow the Finance Committee to review monthly expenditures and approve the items. Ostby was against this idea because the Finance Committee does not have the power to approve expenditures. It was suggested that the Finance Committee be used to review the list of pending bills and routine monthly charges and then provide its recommendation to the Board for approval.

### **Steering Committee Report**

Susan Gilbert, a representative from the Steering Committee, presented a summary of the mission statement, vision statement, and strategic plan. She asked the Board to review the recently drafted mission statement. That statement goes as follows: "Our Hudson Area Library provides a community gathering place where knowledge flows freely, nurturing lifelong learning." Johnson commented that it should say "Hudson Area Joint Library". O'Malley commented that the members of the community usually refer to the library as Hudson Area Library. Howard added that, when drafting the statement, the

committee felt that every word needed to have great meaning. Sjoberg suggested that the Board allow this as a first-reading and bring the statement back for action next meeting.

Smith reported on Item #4 of the Steering Committee minutes showing the committee's discussion on the Request For Proposal (RFP) for Project Manager. The committee plans on reviewing possible candidates for Project Manager based on qualifications and choosing the best fit for Library planning. No commitment to spending funds is being made at this time. Sjoberg asked the Board for comments.

**MOTION** by O'Malley to accept the summary report and authorize RFP's to go out.  
**SECOND** by Smith.

Smith commented that this is not a binding agreement financially and just helps the committee see what's out there.

Ostby questioned which agenda item the motion falls under. O'Malley stated he was making the motion for agenda item 10a, but Ostby argued that there is no call for action in that item. Smith stated that this would be non-binding, cost-free dissemination via email to request information. It was suggested that this item be used as a future agenda item for the next meeting.

**VOTE TAKEN. MOTION FAILS. VOTE OF 4 NAYS AND 3 AYES.**

**MOTION** by O'Malley to accept the report and add the RFP for Project Manger to next month's agenda for possible action. **SECOND** by Koch.

**VOTE TAKEN. MOTION CARRIES. ONE NAY WITH REMAINING AYES.**

Next, discussion took place on the new job description for position of Library Director. It was acknowledged that the position of Library Director is different now that the library is in a new building and there was a need to draft a new job description. The general guidance for drafting the new description came from the Trustee Essentials Library Director Job Description (as set by the State of Wisconsin) and the Wisconsin Library Association Director Job Description.

**MOTION** by O'Malley to adopt the new job description for position of Library Director.  
**SECOND** by Koch.

O'Malley commented that the position of Library Director will only work if the Board committees take a more active role for the director to rely on. He stated that, in his personal hiring experience, it is rare to find an employee with the creative spark to deal with the public that is also good at being detail oriented and the committees would help alleviate the issues of the library by having tasks delegated to them.

Sjoberg acknowledged that the position is more than one person can handle and ideally should be handled by two. He agreed that the committees and staff should provide more

support.

Koch agreed with O'Malley's statement but also commented that, ultimately, the director is still responsible for overseeing the completion of tasks. The director would have to be the one to communicate with committees and outside agencies. Koch also inquired if the new job description would be used as an evaluating tool when doing a review of the Library Director. Sjoberg answered that it would correlate with a review process.

Sjoberg suggested that the job description be reviewed until next month's meeting and brought up again for discussion and/or action at that time.

Smith agreed and wanted to give some serious thought to the new description. He commented that the position has changed in the last few years. He asked for Donaldson's thoughts on the new description.

Donaldson stated that, regardless of the involvement of the committees in helping to complete tasks, the director is still accountable. She also urged that an evaluating tool be put in place to go along with the new job description. She added that the proposed job description is impossible for one person to do.

Ostby inquired about the prioritization. Sjoberg answered that he and Smith had spent time going over the description adding the prioritization based on what they felt was appropriate.

Donaldson added that, according to the Trustee Essentials, the Board members are to be advocates for the library and responsibility for seeking funding should fall on the Board.

Koch commented that the new job description appeared overwhelming, but agreed that there was general logic to the expectation. He stated that he didn't feel that it was too much to expect the Executive Library Director to be responsible for performing or overseeing the duties stated on the job description.

A decision was made to wait until next meeting to take action on the new job description for Library Director.

**MOTION RESCINDED** by O'Malley. **SECOND** by Koch.

#### **PR/Communications Committee Report**

Howard reported on the committee's research on PR in other libraries. Other discussion took place during the PR meeting, including age limit for use of meeting rooms and allowing out-of-state students and teacher use without yearly fee for being a library card holder. He requested that the Policy and Personnel Committee review those items.

Howard also commented on the forming of a subcommittee to make up the PR/Phipps Task Force. Howard reviewed other items discussed at the meeting, including a

Facebook page update, an update on the Logo/Branding of Library items, and articles that appeared in the Hudson Star Observer and patch.com.

**Planning (Facilities) Committee Report**

Nothing to report at this time.

**Unfinished Business**

Nothing to report at this time.

**Closed Session [As provided by Wis. Stat. Section 19.85(1)(c)]**

Stated by Sjoberg, for the record, as provided by Wisconsin Statute Section 19.85(1)(c), the Board will go into Closed Session for its initial discussion regarding its annual evaluation of the position of Library Director.

**MOTION** by O'Malley to go into Closed Session. **SECOND** by Smith.

O'Malley suggested that salary be discussed during Closed Session.

**ROLL CALL VOTE TAKEN:**

**Koch: Aye**  
**Sjoberg: Aye**  
**O'Malley: Aye**  
**Ostby: Aye**  
**Howard: Aye**  
**Smith: Aye**

**MOTION CARRIES.**

**MOTION** by Ostby, following Closed Session discussion, to return to Open Session.  
**SECOND** by Koch.

**ROLL CALL VOTE TAKEN:**

**Koch: Aye**  
**Sjoberg: Aye**  
**O'Malley: Aye**  
**Ostby: Aye**  
**Howard: Aye**  
**Smith: Aye**

**MOTION CARRIES.**

**MOTION** by O'Malley to accept an evaluation of Donaldson done by Sjoberg, provide Donaldson a copy of her review, and revisit the evaluation for review in three months. **SECOND** by Howard.

**VOTE TAKEN. ONE NAY AND ALL AYES. MOTION CARRIES.**

**Board Comments and Items for Future Agendas**

Koch requested that the minutes and packets of information provided to the Board for meetings have page numbers added.

**Adjourn**

**MOTION** by O'Malley to adjourn. **SECONDED** by Ostby. **VOTE TAKEN. MOTION CARRIES.** All ayes.

Meeting adjourned: 10:15 PM

Minutes submitted by: Amy Richardson