

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

**1. Call to order at 6:35 PM**

**2. Roll call**

- Board Members Present: David Smith, Barb J. Peterson, Roy Sjoberg, Dave Ostby, Marion Shaw, Rich Vanselow, Rob Howard (arrived at 7:00 PM)
- Board Members Absent: Dan Koch
- Visitors Present: Linda Donaldson, Marya Smith, Patty Zais, Jeff Zais, Gloria Kramer, Mary Davis, Scot O'Malley and Amy Richardson keeping minutes

**3. Set date for next regular meeting**

- Meeting date set for Monday, August 8, 2011, at 6:30 PM

**4. Disposition of Minutes from May 9, 2011 meeting and of any intervening special or closed meeting**

- MOTION by Shaw to approve the minutes from June 13, 2011. SECOND by Ostby. VOTE TAKEN. MOTION CARRIES. ALL AYES.

**5. Citizens' request to speak**

- Kramer spoke about the energy efficiency of the Library and the sunlight that comes into the building each day. She stated that it would save the Library money if lights were shut off during the day to make use of the daylight. Kramer also commented that the air conditioning is too cold in the Library. She stated that it made the book sale uncomfortable for some that attended to help. Kramer closed by pointing out the new crosswalks that had been painted on First Street and in the parking lot.

**6. Presentation by Invitees**

- a. Friends of the Library: No report at this time.
- b. Hudson Area Library Foundation report: No report at this time.

**7. Steering Committee report and requests for actions:**

- a. **Himmel & Wilson consultants:** Wilson joined the meeting via Skype. He discussed the findings of the surveys conducted through interviews, mail, email, and website link. There were a total of 33 interviews, 211 completed and returned mail surveys, and approximately 1,300 responses through email and website link surveys. There were comparisons done of users and non-users, as well as residents within different municipalities. Among the responses of all library users and non-users, the results were as follows: (based on highest percentages)
  - 26.29% thought the Hudson Area Library taxpayer funding should be 95% of the State Average.
  - 41.06% thought the Hudson Area Library is essential to the quality of life
  - 42.24% felt that, in addition to taxpayer support, they would be likely to support an annual giving campaign to augment the library services at/up to \$25

**8. President's comments, report and requests for action:**

- a. **Changes to the Standing Committee compositions:** Changes to committees show the addition of Peterson to standing committees and Smith as Chair of the Steering Committee, with Sjoberg as Vice-Chair.
- b. **Calling special meeting of the Board to study improvements to the Bylaws:** The Policy and Personnel Committee has reviewed the Bylaws and Smith has compiled a master list of revisions to be reviewed by the subcommittee. The subcommittee consists of Howard, Peterson, Smith, Ostby. This subcommittee will meet on July 20, 2010, at 6 PM.
- c. Smith also stated that the selection of a Library Board Vice President will be added as an action item on next month's agenda.

**9. Director's Report:**

- Donaldson began by pointing out that a new sign is in front of the Library with hours of operation detailed on it.
- 2011 Total Circulation, through the month of June, is 35,292
- Potholes have been repaired in the parking lot.
- Condensation has been a problem in the outside book drop on days with high humidity and heat. A representative from BKV inspected the area and reduced the air flow of the air conditioning vent. It was also found that the furnace fan was not working and not hooked up to the electric outlet. This is an individual room with its own system.
- An anniversary celebration took place for the 1 year anniversary of the new Library opening. Cookies were given out on July 6, 2011 and interviews were conducted by the Star Observer and Patch.com.
- Davis also reviewed the number of programs provided by the Library in the Children's Department. A total of 55 programs were conducted for the month of June, 2011, including school visits, book clubs, pre-school programs, and day-care programs. Davis also invited the Board Members to visit the new tree in the Children's Library, designed and painted by members of the Rotary Club.
- Smith inquired about the Friends of the Library Book Sale that took place July 5- July 8, 2011. P. Zais commented that the final numbers are not tallied yet, but that it was very successful.

**10. Finance Committee report and requests for actions:** Sjoberg reviewed the proposed budget for 2012. Total Revenues are expected to be \$775,577 and Total Expenditures are expected to be \$848,401. This leaves a Net Deficit of \$72,824. Ostby requested to see the addition of the figures from 2009 when looking at the comparison of revenue and spending.

**a. Recommendations for action regarding non-recurring invoices or invoices not within the 2011 Board-approved Budget, including but not limited to Himmel & Wilson and Blind Installation & Repair Inc.:**

- MOTION by Sjoberg to approve the payment of \$3,120 to Himmel & Wilson. SECOND by Howard. VOTE TAKEN. MOTION CARRIES. 5 AYES, 2 ABSTAIN.
- Sjoberg explained that the blinds on the entrance area windows of the Library are in need of motor repairs. A bill of \$411 is in need of payment for repairs already performed, but an additional \$1,350 is needed for further repairs to ensure the blinds do not fall. Investigation on warranty information is still

being looked into. MOTION by Sjoberg to approve the cost for previous repairs of \$411. SECOND by Smith. VOTE TAKEN. MOTION CARRIES. ALL AYES.

**b. Discussion/action concerning fund raising activities:** Smith shared with the Board a letter he drafted to be sent out to all residents of all partner communities of the Library. The fund raising campaign is to be called, “Bridging the Gap”. Draft changes are still being made and a final copy will be prepared to send out by the end of the month.

**11. Planning (Facilities) Committee Report:** No report at this time. The Planning Committee did not meet last month, but will plan on reviewing energy use in the Library at the next Planning Committee meeting.

**12. Policy and Personnel Committee report:**

**a. Discussion/action regarding the 2011 Library Director Job Description:** No action at this time. Discussion is still taking place within the committee to finalize the Job Description and Evaluation Form.

**b. Discussion/action regarding special Board meeting for Bylaws study:** Discussed and planned during the President’s report.

**c. Recommendations for action regarding “Authorization for Release of Information” form:** MOTION by Peterson to approve the Authorization for Release of Information form. SECOND by Vanselow. VOTE TAKEN. MOTION CARRIES. 5 AYES, 2 NAYS.

**d. Recommendations for action regarding “Background Screening Policy”:** MOTION by Peterson to approve the Background Screening Policy. SECOND by Vanselow. VOTE TAKEN. MOTION CARRIES. ALL AYES.

**13. Communications Committee report and requests for action:**

**a. Partnership with the Phipps Center:** Howard stated that an agreement has been made with the Friends of the Library concerning the Phipps partnership. The Friends of the Library will cover the cost of installing the lights and Walker track system in exchange for receiving any proceeds collected from sales on art displayed in the Library. MOTION by Sjoberg to accept this agreement and proceed with the partnership with the Phipps. SECOND by Peterson. VOTE TAKEN. MOTION CARRIES. ALL AYES.

**14. Board comments and items for future Agendas:**

**a. Election for Vice President of the Library Board**

**b. Addition of a Technology Committee**

**15. Adjourn**

• MOTION by Ostby to adjourn. SECOND by Howard. MOTION CARRIES. ALL AYES. Meeting adjourned at 9:30 PM.