

**Hudson Area Joint Library Board
Meeting Minutes
Monday, June 13, 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, Dan Koch
- Visitors Present: Bill Wilson, Ethel Himmel, Linda Donaldson, Jim O'Connor, Beverly Rieseberg, Mary Davis, Jeff Zais, Patty Zais, Gloria Kramer, Steve Anderson, Dan Bushman, Suzanne Bushman, Susie Gilbert, Dan Gavin, Scot O'Malley, Joyce Law, Marya Smith, and Amy Richardson keeping minutes
- Sjoberg recognized new Board Member, Barb J. Peterson. She serves as representative of St. Joseph Township.

3. Set date for next regular meeting

- Meeting date set for Monday, July 11, 2011, at 6:30 PM

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

- MOTION by Howard to approve the minutes from May 9, 2011. SECOND by Ostby. VOTE TAKEN. MOTION CARRIES. 6 AYES, 2 ABSTAIN.

5. Citizens' request to speak

- None at this time.

6. Presentation by Invitees

- a. Friends of the Library: Law reported on volunteer hours logged for the month of May, 2011. She also reviewed the benefits to logging the volunteer hours, including for use when applying for grants to show citizen commitment. Law acknowledged the hours spent on Library commitments by the Board Members and the Library Foundation Members and requested that they, too, start keeping track of their time and report hours to be logged. P. Zais reported on events hosted by Friends of the Library. She stated that 37 people attended the movie, Chasing the Solar Eclipse. Another event is planned for June 28, 2011. It is a canning class and sign-up to attend is already full. She also informed the Board that there will be a book sale in the month of July which will be the first book sale held during a summer month. Zais also reported that Standafer, Friends President, has been busy writing grants. The Friends have received funding to purchase 40 stacking chairs for use during events and programs. An Early Literacy grant was received to help pay for the Children's Programs at the Library.
- b. Hudson Area Library Foundation report: J. Zais, President of the Foundation, spoke about capital fundraising for the Library. He reviewed the phases of raising money, including planning, talking to foundations to receive large donations, and starting a broad-based public campaign. Once the fundraising strategy is planned, approval from the municipalities will be sought.

7. Steering Committee report and requests for actions

a. Himmel & Wilson consultants presentation: Bill Wilson reviewed the results of surveys that were conducted. Surveys included: interviews with elected officials, Library Board Members, Library Foundation Members, representatives of the Friends of the Library, local business owners and a variety of other community leaders; mailings sent to 1,000 randomly selected households within the library service area; and web surveys, developed in collaboration with the Planning Committee, were accessible to others with a link placed on the Library website and in the Hudson Star Observer. A full report will be submitted to the Board once the information is finalized.

8. President's comments, report and requests for action: Sjoberg began by reviewing the events, hurdles and progress during his year as Library Board President. He also stated that, due to the limited time he has to devote to his law firm, he will not continue to serve as President, effective at the end of the meeting.

a. Changes to the Standing Committee compositions: No changes in committee compositions, other than the replacement of standing positions held by Gavin Peterson will now serve in his place. There will be two members of the Policy Committee named "Barb Peterson", so Board Member Peterson will be listed as "Barb J. Peterson".

b. Calling special meeting of the Board to study improvements to the Bylaws: To be discussed during the Policy and Personnel Committee report.

9. Director's Report:

- Donaldson stated that the retaining wall is in the process of being repaired by the Library janitor.
- Credit has been given on the AT&T bill when the library was overcharged. Donaldson is going to continue pursuing credit for the first two months of service when the charges were incorrect.
- Donaldson reviewed Library information that was displayed in the Hudson Star Observer and handed out a calendar of events to the Board Members. An additional calendar was given to the Board members detailing meeting schedules and deadlines for publishing agendas.
- Donaldson reported on the start of the Summer Reading Program and the abundance of work that goes into it. Davis stated that, after two days of signing kids up for the Summer Reading Program (ages pre-school through teens), there were about 125 children signed up already.
- There were a total of 151,000 check-outs from January 2011 through May 2011 at Hudson Area Joint Library.
- Davis added that a special Summer Reading program is presented every Tuesday at 2:00 PM, except for the last program of the summer which will be held at 6:00 PM. She invited the Board Members to attend any of these programs to see what is being done during these grade school-level programs. Donaldson commended Davis for the hard work and time she puts into providing these fun events for the children.

10. Election of President for the June 2011 meeting through beginning of the June 2012 meeting: Ostby NOMINATED David Smith as the new Library Board President. SECOND by Howard. Smith acknowledged and accepted the nomination. No other nominations were made. MOTION by Howard to close nominations.

SECOND by Ostby. VOTE TAKEN. MOTION CARRIES. ALL AYES. VOTE TAKEN to appoint David Smith as new Library Board President. MOTION CARRIES. ALL AYES. Smith acknowledged the dedication to the Library by Sjoberg and thanked him for his service as President.

11. Finance Committee report and requests for actions:

a. Recommendations for action regarding non-recurring invoices or invoices not within the 2011 Board-approved Budget, including but not limited to the carpet order cost increase:

- Sjoberg reported that the cost of the carpet replacement tiles came out to be \$400 more than expected, due mostly to shipping fees. MOTION by Sjoberg to approve the amount of \$400 to be used toward the cost of the carpet order. SECOND by Howard. VOTE TAKEN. MOTION CARRIES. 6 AYES, 2 NAYS.
- MOTION by Sjoberg to approve a payment to Himmel and Wilson. This payment of \$1,800 is 10% of the total cost of hiring the Library Consultants, which has already been approved by the Library Board. SECOND by Smith. VOTE TAKEN. MOTION CARRIES. 6 AYES, 1 NAY, 1 ABSTAIN.

b. Keller Construction settlement: This matter has been settled.

c. B & B Electric settlement: This matter has been settled.

d. Discussion/action concerning fund raising activities: O'Malley requested guidance from the Board on subletting the Library for use by businesses and organizations at a fee to be determined. O'Malley stated that this would help with raising funds for the Library and the purchase of the building. Sjoberg responded that this would be a separate campaign from that of the Library Foundation's campaign to raise money, but that it would be something worth investigating. O'Malley also stated that they would be seeking the help of the Friends of the Library for these events to prevent damage to the Library. Smith suggested that various Library Board committees review this item and report back with any suggestions and/or guidelines.

12. Planning (Facilities) Committee report: Ostby reported that the Planning (Facilities) Committee is looking at putting together an Emergency Response Plan for the Library. A presentation was also given at the Planning (Facilities) Committee meeting by Donaldson on a grant for purchasing a hearing loop system to be used in the Library for the hearing impaired.

13. Policy and Personnel Committee report

a. Discussion/action regarding the 2011 Library Director Job Description:

Smith reported that a new Job Description and Evaluation Form has been revised. Both documents will be separate forms. These documents will be reviewed at the next meeting.

b. Discussion/action regarding all committee charters: Committee charters have been revised by the Policy and Personnel Committee and formatted to be standard and consistent throughout the committees. MOTION by Sjoberg to approve the charters as revised by the Policy and Personnel Committee. SECOND by Vanselow. VOTE TAKEN. MOTION CARRIES. 6 AYES, 2 NAYS.

c. Discussion/action regarding special Board meeting for Bylaws study: Smith proposed holding a work session meeting to discuss the Bylaws. Smith suggested

that he appoint representatives from the community to form an *ad hoc* committee to review the Bylaws after the Policy Committee reviews and/or revises them. MOTION by Smith to establish an *ad hoc* Committee to review the Bylaws. SECOND by Vanselow. VOTE TAKEN. MOTION CARRIES. 7 AYES, 1 NAY.

14. Communications Committee report and requests for action: No report at this time. Meeting was not held this month due to lack of quorum.

15. Board comments and items for future Agendas:

- a. Preliminary 2012 Annual Budget discussion
- b. Bylaw changes

16. Adjourn

- MOTION by Vanselow to adjourn. SECOND by Koch. MOTION CARRIES. ALL AYES. Meeting adjourned at 9:15 PM.

Meeting minutes prepared by Amy Richardson