

**Hudson Area Joint Library Board
Meeting Minutes
Monday, May 9, 2011
Approved**

1. Call to order at 6:30 PM

2. Roll call

- Board Members Present: Roy Sjoberg, Rob Howard, Dan Gavin, David Smith, Dave Ostby, Rich Vanselow, and Dan Koch (6:38 PM)
- Board Members Absent: Marion Shaw
- Visitors Present: Linda Donaldson, Jim O'Connor, Beverly Rieseberg, Mary Davis, Jeff Zais, Patty Zais, Gloria Kramer, and Amy Richardson keeping minutes

3. Set date for next regular meeting

- Meeting date set for Monday, June 13, 2011, at 6:30 PM

4. Disposition of Minutes from April 11, 2011 meeting and of any intervening special or closed meeting

- MOTION by Howard to approve the minutes from March 15, 2011. SECOND by Ostby. VOTE TAKEN. MOTION CARRIES. 4 AYES, 2 ABSTAIN.

5. Citizens' request to speak

- None at this time.

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. President's comments, report and requests for actions

- a. **Announcement of changes to the composition of standing committees:**
Sjoberg reviewed the schedules of each committee, their duties and the Board Member participation in each one. The Policy Committee will be updated with the removal of Johnson's name and the addition of Gavin's and will be chaired by Smith. Ostby was offered the chair position of the Planning Committee, but deferred stating that he thought someone from the City of Hudson take that position. Vanselow will also serve on the Planning Committee. The chair position will remain vacant until further arrangements can be made. Sjoberg also announced to the Board at this time that a presentation will be made to the Daybreak Foundation on Wednesday, May 11, 2011, at the Hudson Golf Club. All Board Members were invited and encouraged to attend.

8. Director's report and requests for actions

- Donaldson reported on the door count for the months of March and April. The totals are 15,000 visitors in March and 14,000 visitors in April. Between February and April, 42,000 visitors entered the Library and 565 new patrons received library cards.
- Donaldson also commented on the problems with the blinds. They are an old system needing new parts in order to work properly.
- Donaldson reported that the audio/visual system repaired/replaced in the Board meeting room is completed and ready for use. Sjoberg suggested scheduling a training session for Board members to learn how to use the new features.

- Donaldson also included in her report two programs that the Friends of the Library will be hosting.
- An annual budget report was shown to the Board in the form of a brochure. The Board was pleased with its appearance and referred the brochure to the Communication Committee for further review.
- Donaldson stated that the Library has an area of the ceiling that is leaking. Repairs have been arranged. Other repairs include a new window and three new doors in the staff room, but those replacements are covered under warranty. Gavin also added that the retaining wall is falling, and Donaldson commented that it is also being evaluated.
- Donaldson gave a report on circulation numbers. Library circulation was up 28% in comparison to the figures of 2009—omitting the results of 2010 because of the relocation of the Library. Smith requested a copy of the circulation report. O'Connor commented that the number of staff members have not changed despite the increase in circulation and stated that this shows that the Library is a “tight ship”.

9. Finance Committee report and requests for actions

- a. Recommendations for action regarding non-recurring invoices or invoices not within the 2011 Board-approved Budget:** The Finance Committee recommended the Board approve the \$250 payment to Sign Me Up for the use of a lift to install a letter on the outside of the building after wind had blown it down. MOTION by Smith approve the \$250 payment to Sign Me Up. SECOND by Howard. This payment would fall under “Routine Repairs” in the Budget. VOTE TAKEN. MOTION CARRIES. ALL AYES.
- b. Recommendation for action regarding the insurance coverage on fine art not owned by the Library:** The Finance Committee recommended the Board approve a change in insurance coverage that would lower the deductible, but raise the premium cost for coverage of art displayed in the Library due to the partnership with The Phipps. Sjoberg stated that a \$2,500 deductible is too high. The Communications Committee reviewed the insurance premium costs/deductible rates and referred the matter to the Finance Committee with the recommendation to purchase coverage with a \$500 deductible for a yearly cost of \$631. This is a \$205 increase in cost, but a more reasonable deductible should an incident occur damaging artwork displayed in the Library. MOTION by Vanselow to purchase insurance coverage for artwork displayed in the Library only upon entering into a successful contract with The Phipps at the cost of \$631/year with a \$500 deductible per occurrence. SECOND by Howard. VOTE TAKEN. MOTION CARRIES. ALL AYES.
- c. Update on Keller Construction contract issues and consider possible actions:** Sjoberg reported that, after numerous attempts to communicate with Keller Construction, work remains incomplete on the construction of the Library building and contract is unable to be closed. Because of a non-payment dispute with subcontractors through Keller Construction, the matter could result in mediation. The Library will proceed by closing out with the bonding company. Due to the dispute with the sub-contracted carpet installation between Keller and Harrison Tile, O'Connor suggested the Board purchase replacement carpeting

tiles from Harrison Tile for use in the Library. One case consists of twelve carpeting tiles. O'Connor recommended purchasing a total of four cases, consisting of the various carpet prints used throughout the building, at a cost of between \$130-\$140/case, depending on the design. MOTION by Howard to purchase the replacement carpeting tiles from Harrison Tile at a cost up to \$600. SECOND by Koch. VOTE TAKEN. MOTION CARRIES. 6 AYES, 1 OPPOSED.

- d. **Discussion/action concerning fund raising activities:** Sjoberg reported that the Finance Committee is recommending the formation of a sub-committee to head a Fund Raising campaign. Sjoberg asked if Ostby would serve on the committee. Ostby accepted.

10. Proposed Changes to Bylaws

- a. **Discussion/action regarding submitted, proposed changes to the Bylaws:** MOTION by Ostby to approve recommended changes to the Bylaws. SECOND by Howard. After discussion of the revisions, MOTION by Ostby to DEFER the motion and refer the document to the Policy Committee for review. SECOND by Howard. VOTE TAKEN. MOTION CARRIES. ALL AYES.

11. Planning (Facilities) Committee report: Nothing to report at this time.

12. Steering Committee report and requests for actions: No request for action at this time. J. Zais reported that personal interviews will be conducted next week by the Consulting firm, Himmel and Wilson. The list of interviewees will be finalized this week and will consist of Library Board Members, Library Staff, and members of the community.

13. Policy and Personnel Committee report

- a. **Discussion/action regarding the 2011 Library Director Job Description:** Smith reported that a finalized job description and evaluation form for the position of Library Director is on the right path to completion. Smith stated that he is working with Susie Gilbert and Barb Peterson to complete these documents.
- b. **Discussion/action regarding charters for the Finance Committee, the Policy and Personnel Committee and the Communications Committee:** No report at this time.
- c. **Discussion/action regarding Incident Report:** MOTION by Howard to accept the finalized document, as presented by the Policy and Personnel Committee. SECOND by Ostby. VOTE TAKEN. MOTION CARRIES. ALL AYES.

14. Communications Committee report and requests for action: Howard reported on the cost of the Walker Display System needed in order to display art from the Phipps. The cost to purchase this system will be \$600. Lighting for the art displays also needs to be purchased and installed. Advance Light and Sound, the company used to refurbish the audio/visual equipment in the Board meeting room, provided the committee with a cost estimate of \$1,100. This was a lower cost than the estimate provided by B & B Electric. MOTION by Smith to move forward with the development of the partnership with the Phipps, without spending money at this time out of the standard operating Budget, and look for another venue for payment of these costs. SECOND by Sjoberg. VOTE TAKEN. MOTION CARRIES. 6 AYES, 1 OPPOSED.

15. Closed Session [As provided by Wis. Stat. Section 19.85(1)(c), the Board will go into Closed Session for its performance evaluation and compensation review of the Library Director]; then Reconvene into Open Session to take actions concerning the performance evaluation and compensation review of the Library Director: Sjoberg cited Wis. Stat. Section 19.85(1)(c) and called for a role call vote to go into Closed Session.

- **Vanselow: Aye**
- **Smith: Aye**
- **Ostby: Aye**
- **Koch: Aye**
- **Gavin: Aye**
- **Howard: Aye**
- **Sjoberg: Aye**

MOTION CARRIES

MOTION by Howard to reconvene in Open Session. SECOND by Vanselow. Role Call Vote:

- **Vanselow: Aye**
- **Smith: Aye**
- **Ostby: Aye**
- **Koch: Aye**
- **Gavin: Aye**
- **Howard: Aye**
- **Sjoberg: Aye**

MOTION CARRIES.

MOTION by Smith to approve the evaluation of the Library Director with revisions agreed to in Closed Session. SECOND by Howard. VOTE TAKEN. MOTION CARRIES. 6 AYES, 1 ABSTAIN.

MOTION by Smith to keep the Library Director's compensation for the following year flat due to the increased cost incurred for medical insurance. SECOND by Sjoberg. VOTE TAKEN. MOTION CARRIES. 6 AYES, 1 OPPOSED.

16. Board comments and items for future Agendas:

- Donaldson requested that the Planning Committee meet to discuss a member of the Boy Scouts who is requesting to place a sign outside of the Library. Ostby agreed to chair the committee for that meeting.
- Koch asked if it would be possible to hold an all-Board Member work session to work on the Bylaws.

17. Adjourn

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