



**Hudson Area Joint Library Board  
Unapproved Meeting Minutes  
Monday, ~~11~~ 10 October 2011  
700 First Street, Hudson WI**

1. **CALL TO ORDER AT 6:30 P.M.**
2. **ROLL CALL**
  - a. Board Members Present: Dave Ostby, David Smith, Roy Sjoberg, Barb J. Peterson, Rich Vanselow, Dan Koch, Ron Howard
  - b. Board Members Absent: Marion Shaw
  - c. Visitors Present: Linda Donaldson, Patty Zais, Mary Davis
3. **APPROVE MEETING AGENDA**
  - a. Motion by Sjoberg, second by Howard, to approve the meeting agenda. VOTE TAKEN, ALL AYES. MOTION CARRIES
4. **SET DATE FOR NEXT REGULAR MEETING**
  - a. MOTION by Koch, second by Sjoberg, to set the date of the next meeting for Monday, November 14 at 6:30 p.m.
5. **DISPOSITION OF MINUTES FROM OCTOBER 11, 2011 LIBRARY BOARD MEETING AND OF ANY INTERVENING SPECIAL OR CLOSED MEETING**
  - a. Discussion regarding amending the meeting minutes. MOTION by Vanselow, second by Ostby to approve the amended meeting minutes, Koch and Howard abstained. VOTE TAKEN. MOTION CARRIES
6. **CITIZENS' REQUEST TO SPEAK**
  - a. None at this time
7. **PRESENTATION OF INVITES**
  - a. Friends of the Library: Zais reported at present she has 505 volunteer hours for the library and there are no major events currently planned.
  - b. Hudson Area Library Foundation report: No report at this time
  - c. Himmel & Wilson, Library Consultants: No report at this time
8. **PRESIDENT'S COMMENTS, REPORT AND REQUESTS FOR ACTION**
  - a. Discussion regarding the "Bridge the Gap" letter and acquisition of a mailing list and bulk rate postage for non-profit organizations.
  - b. Discussion regarding the Library Agreement Bylaws. No action taken.
  - c. David Smith resigns his position as Library Board President effective immediately. Barb J. Peterson according to the By Laws will chair this meeting.
9. **DIRECTOR'S REPORT AND REQUESTS FOR ACTIONS**
  - Donaldson reported on the October 5 Volunteer Day with eleven students in attendance.
  - Donaldson reported on Valley Reads which will be an adult program with funding going towards books and paperbacks at different locations in the community.
  - Donaldson explained Kindle usage and training. Due to the recent increase in inquiries, she is researching step-by-step training guides.
  - Donaldson reported the Fire Chief is creating and educating staff on a drill process.
  - Davis reported a decrease in attendance of the summer reading program for children. EP Rock and Trinity Lutheran Elementary schools participated in September. She commented on "teen technology" which is having teenagers in the library assisting others with technology issues.



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**10. STEERING COMMITTEE REPORT AND REQUESTS FOR ACTIONS**

- Discussion regarding the Comparative Summary of Strategic Alternatives. Howard reported the committee met September 23 and October 7.
- Update on Alternative draft for fund raising campaign planning. No report at this time.
- The next Steering Committee meeting is set for Monday, October 17, 2011.

**11. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTIONS**

- a. Update on Lobby Blinds. Lobby blinds will be installed upon delivery of the light bulbs.
- b. Update on Ice Machine. Ice machine has been purchased and installed.
- c. Donaldson reported the copier lease agreement has expired. She presented lease options. Not an agenda item. No action taken.
- d. Sjoberg reported on the 33% health insurance premium increase and budget revision. No action taken.
- e. Discussion regarding longevity payments.
- f. Donations fund balance is \$20,000.
- g. Discussion regarding the annual elevator inspection log and invoice.

**12. PLANNING (FACILITIES) COMMITTEE REPORT**

- a. Committee discussed heating and emergency procedures for 2012.
- b. The next Planning (Facilities) Committee meeting is set for Wednesday, October 19, 2011.

**13. POLICY AND PERSONNEL COMMITTEE REPORT**

No report.

**14. COMMUNICATIONS COMMITTEE REPORT AND REQUESTS FOR ACTION**

- Library Facebook site updates.
- Report of possible ways to build awareness of the library.

**15. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS**

- a. Election of the Board President.
- b. Restructuring of the committees of the Board and Director job description.
- c. *Discuss ways to lessen Director's time devoted to clerical functions made necessary by the activities of the standing committees*

**16. ADJOURN**

MOTION by Vanselow, second by Ostby, to adjourn. VOTE TAKEN. ALL AYES. MOTION CARRIED.  
Meeting adjourned at 8:17 p.m.

Minutes prepared by Laurie Nelson-Lundell.

Corrections added to minutes on  
December 12, 2011