



Hudson Area Joint Library Board of Trustees
Approved Meeting Minutes with Corrections
6:30PM Monday August 13, 2012
700 First Street, Hudson, WI

1. CALL TO ORDER BY PRESIDENT BARB PETERSON AT 6:35 PM

2. ROLL CALL

Board Members Present: Roy Sjoberg, Rich O'Connor, Rob Howard, Barb Peterson, Marion Shaw, Dan Koch, Rich Vanselow, Dave Ostby

Visitors: Mary Davis, Linda Donaldson, Jim O'Connor, Christina Endres, Gail O'Connor, Janice Standafer, Jeff Zais, Dan Bushman

3. APPROVE MEETING AGENDA

Clarifying question from Vanselow about whether the Board can modify the agenda on the spot. Peterson and O'Connor confirm that the order of the agenda can be changed.

MOTION by Howard, seconded by Sjoberg, to approve the meeting agenda. Vote taken. All ayes. MOTION CARRIED.

4. SET DATE FOR NEXT REGULAR MEETING

September 10, 2012, 6:30 PM – the 2nd Monday of each month.

5. DISPOSITION OF MINUTES FROM JULY 9, 2012 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETING

Discussion and disagreement about whether or not the July 9 meeting should have continued after the departure of O'Connor, and uncertainty about what constitutes a quorum and what can occur if quorum is lost during a meeting.

MOTION by Sjobeg, seconded by O'Connor, to hire independent counsel to offer an opinion to the President and the Library Board that would provide instruction on the July 9, 2012 minutes and the effect of O'Connor's departure from that meeting on the minutes, as well as, how to adjourn a meeting if a quorum is lost. Vote taken. 6 ayes. Shaw and Ostby opposed. MOTION CARRIED.

6. CITIZEN COMMENTS.

a. None.

7. PRESENTATIONS BY SUPPORTING ORGANIZATIONS

a. Friends of the Library

Jan Standafer (Friends of the Library President) and Gail O'Connor (Treasurer) announced that 3 years ago the Friends of the Library pledged that each year for 5 years they would support the library with a donation of \$15,000. Standafer presented Peterson with a check of \$15,000.

b. Hudson Area Library Foundation

Zais reported about a family in Cumberland, WI that gave money to the library under 2 conditions: That there was adequate operational support for the library, and that the city council was in support of the library. He referred to the Hudson City Council, and some conversations about funding and closure of the library. He stated that he believes that the City will get to the point at which funding has reached the minimum required by the State, but that his feeling is that support and love for the library should be measured not by reaching the minimum level but by going above minimum.

O'Connor brought up gift annuities as a new possible funding source and how this might be an option for the Library. Through his work on the Hudson Hospital Board, O'Connor has been working to make the gift annuity process in Wisconsin less rigid, and hopes to ask the Library Board for support this effort at the next Board meeting.

8. PRESIDENT'S COMMENTS, REPORT, AND REQUESTS FOR ACTION

a. Action taken by St. Croix County Board of Supervisors August 7, 2012 concerning library funding

Peterson envisioned that the Board of Supervisors would take action regarding library funding at the August 7, 2012 meeting. However, the county questioned the legality of having two different tax rates and the item was removed from the agenda. The library levy tax will be reviewed at the County Administration Committee meeting on August 20, 2012 meeting.

Ostby pointed out that the County questioned the legality of the two tax rates due to a letter written by Sjoberg with the support of Peterson on behalf of the Finance Committee. Ostby questioned the authority of the committee to take such actions without the approval of the Board, and O'Connor expressed concern that the letter slowed down the process of finalizing the Library's funding. Sjoberg explains that the letter was written in order to ask a clarifying question about the statute, so that the resolution passed by the county on July 16, 2012 would be legal and the clarification about tax rates could be investigated now rather than after action was taken. No action taken on the question of whether committees have the authority to take such actions.

After discussion about this issue, Peterson clarified her own opinion that the best possibility for the Library is for the library tax levy to be lowered to 70% or 85%, and for the Library to remain a Joint Library.

b. Approve ad hoc committee to draft fundraising policy

Peterson requested that Board approve the creation of an ad hoc committee to draft a fundraising policy, which currently includes Peterson, O'Connor, Susie Gilbert, and John Marnell. Peterson presented a document that included the mission of the committee and topics to be included in the policy, with the realization that additional topics may be suggested for inclusion by the committee. One important issue will be the relationship between the library's annual fundraising and gifts directed to the library and the library foundation. The group plans to meet an estimated 2-3 times, and then bring a document to the Board for consideration.

MOTION by Sjoberg, seconded by O'Connor, to approve the four members of the committee and the document outlining its roles and responsibilities. Five ayes. Shaw and Ostby opposed. MOTION CARRIED.

c. Board continuing education on the future of public libraries

Peterson noted Shaw's suggestion at the previous meeting to listen to a library futurist and expert on the future of public libraries. Donaldson has provided information about a seminar called "Future Proof Your Library" presented by library consultant George Needham. Peterson encouraged members to consider attending. This seminar is scheduled on Wednesday, September 12, from 1:00-4:00 at the River Falls Public Library.

9. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION

a. Recommendations regarding non-recurring invoices not within the 2012 Board approved budget

No non-recurring invoices.

b. Status of Granite RE, Inc. Claim

Sjoberg reported that this is a carryover from construction concerns with Keller Construction. Sjoberg has spoken with Joel Aberg, an attorney from an Eau Claire law firm, who says that there is a potential risk of \$15,000 but there is nothing to the claim. Aberg felt the library has no current liability.

c. Discussion/action concerning 2013 Preliminary Budget

The Finance Committee has prepared two possible budgets; a Joint Library Exempt Budget at 70% Budget, and a "Worst Case Scenario Budget" with zero increase. Sjoberg walked the Board through the aspects of the \$0 Increase Budget.

- Items of note under Revenue: Fine revenue is expected to go down because of the lack of fines on ebooks.
- Items of note under Staff Compensation: Staff compensation is about the same as 2012. However, there is a large increase in health insurance expenditures.
- Items of note under General Operating Expenses: In the “Worst Case Scenario Budget” draft, the Finance Committee had listed the Reimbursement to Other Libraries as \$0, under the impression that if the County were paying the libraries, the HAJL would not have to. After some debate, it was concluded that this may not be the case, and \$36,000 was reinserted as an expense under 216-Reimbursement to other libraries, which reduced the book budget by \$25,000 and part-time wages by \$10,000.

MOTION by Howard, seconded by O’Connor, to approve the “Worst Case Scenario” \$0 Increase 2013 Budget, with the \$36,000 addition to “216-Reimbursement to Other Libraries” and a decrease in books and part-time wages. Shaw asked about the increase in pension, and Donaldson explained that the numbers come from the City. Vanselow explained the health insurance increase was a City-wide issue. Donaldson explained the increased IFLS fees are due to additional services voted on by Library Directors at the July Director’s Council meeting and shifting some costs from unallocated funds to operational funds. Vote taken. All ayes. MOTION CARRIED.

- D. Approval of Finance Committee Charter
This occurred at the July 9, 2012 meeting.

MOTION by Peterson, seconded by Vanselow, to move proceeds from the Bridge the Gap fundraising into the Operational Budget. Vote taken. All ayes.. MOTION CARRIED.

10. STEERING COMMITTEE REPORT AND REQUEST FOR ACTION

- a. Communication with municipality partners to discuss the future of the Library and recommend Board discussion and action concerning possible referenda

Peterson spoke with Chair of the Town of Hudson, Jeff Johnson, who indicated that the Town of Hudson would have the resources to meet 85% exemption, if that were to go through. The town ~~is planning to put~~ *may consider*¹forth a referendum in the spring and the increased funding for the library would be included. Peterson also spoke to Town Chair of the Town of St. Joseph, Dan Gavin, who indicated that the Town of St. Joseph would go forward with a referendum this fall to meet the exemption because there is no money available to meet the exemption even at 70%. Peterson also reported that Alan Burchill, Mayor of the City of Hudson, shared with her that he feels a referendum would only be successful in the spring, not this fall. Village of North Hudson President, George Klein, was not reached.

Vanselow expressed his concern that a referendum is temporary, and therefore not a comfortable solution for the Library.

- b. Discussion/action concerning re the “Hudson Area Joint Library Resolution – June 11, 2012”

Peterson asked if the Board wants to make any changes to the Resolution. Vanselow, as a City Council member, stated that he could not support the resolution.

MOTION by Ostby, seconded by Vanselow, to rescind the “Hudson Area Joint Library Resolution – June 11, 2012” in its entirety. Further discussion: Koch asks for clarification as to whether the document still reflects the feelings of the Board. Sjoberg outlined why the document should still be supported. Vote taken. Two ayes. Howard and Sjoberg nay. Abstain: Shaw, O’Connor, Koch, Peterson. MOTION FAILED.

11. DIRECTOR’S REPORT AND REQUESTS FOR ACTION

¹ Changes made at the Board of Trustees meeting 09 10, 2012.

a. Report on Oneclick Digital from Recorded Books

Donaldson mentioned a new e-audiobook service called Oneclick Digital is available to library users. The biggest change from the current e-audiobook vendor is Oneclick Digital allows for simultaneous downloads. Circulation of downloadable books is increasing.

b. Report on library statistics and monthly activity

Donaldson reports there were 886 new patrons from Jan to July in 2012. Last year there were 1,059. Donaldson also stressed the effect that the \$0 Increase Budget would have on the library operations, particularly the fact that the collections budget would be decreased. With fewer items in the collection, the library will need to borrow more items from other libraries, creating a greater workload on staff. Davis reported that 550 kids participated in the Summer Reading Program, and about 250 teens and pre-teens participated. Both numbers are down slightly from last year.

12. POLICY AND PERSONNEL COMMITTEE REPORT

- a. The committee met and is working on several policies. No action to bring to the Board.

13. COMMUNICATIONS COMMITTEE REPORT

a. Approval of Communications Committee Charter

The Charter has been unchanged since last year.

MOTION by Howard, seconded by Sjoberg, to approve the Communications Committee Charter. Vote taken. 7 ayes. Shaw nay. MOTION CARRIED.

14. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

- a. Gift Annuities.
- b. Library Board membership on Hudson Area Library Foundation (HALF). Howard requested a conversation about representation of Library Trustee on the HALF Board.
- c. Legal counsel quorum opinion. If information regarding the question of quorum is obtained, this will be shared.

15. ADJOURN

MOTION by Howard, second by Sjoberg, to adjourn. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 8:48 p.m..