



# Hudson Area Joint Library Board of Trustees

## Approved Meeting Minutes

### 6:30 PM Monday 18 December 2012

### 700 First Street, Hudson WI

#### 1. CALL TO ORDER BY PRESIDENT BARB PETERSON AT 7:41 PM

#### 2. ROLL CALL

Board Members Present: Roy Sjoberg, Rich O'Connor, Rob Howard, Barb Peterson, Rich Vanselow

Absent: Dave Ostby, Marion Shaw, Dan Koch

Visitors: Linda Donaldson, Library Director, Jeff Zais.

#### 3. APPROVE MEETING AGENDA

MOTION by Sjoberg, second by O'Connor to amend the agenda and keep urgent items on the agenda. Listed below.

- Set date of next regular meeting
- Finance Committee recommendation regarding the Library Fund Balance.
- Finance Committee recommendation on transferring Bridge the Gap donations,
- Steering Committee recommendation to support a spring referendum,
- Policy and Personnel Committee recommendation for the Library Director's evaluation.

Vote taken. All ayes. MOTION CARRIED.

#### 4. SET DATE FOR NEXT REGULAR MEETING

Tuesday, January 15, 2013, 6:30 pm

#### 5. CITIZEN COMMENTS

None.

#### 6. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Recommendations regarding the Library Fund Balance including purpose and level of funding  
Donaldson reported that the 2012 estimated net operational deficit will probably be -\$31,063. The 2012 projected budget included a deficit of -\$85,849. Major changes in health insurance expenses and donations from the Bridge the Gap campaign helped to reduce the 2012 year operational deficit. By the end of 2013, it is estimated that the Fund Balance will be \$190,000 with the closure of the Library on Monday and opening the Library at 10 am Tuesday – Saturday in 2013.

- b. Recommendation on transferring the current balance in the Bridge the Gap donations account and all future Bridge the Gap donations into the operational budget.

MOTION by Sjoberg, second by O'Connor, to transfer any current and all future funds from the Bridge the Gap campaign to the Operational Budget. Vote taken. All ayes. MOTION CARRIED.

#### 7. STEERING COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Recommendation to support a spring referendum to increase the City of Hudson's levy to enable the City taxpayers to be exempt from the County Library Tax.

Zais presented a slide presentation summarizing the funding levels when the city and joint municipalities are exempt from the County Levy Tax which avoids double taxation to residents and the impact on the Library's operational budget in 2014.

The state of Wisconsin's imposed levy limits is the reason a referendum is needed to increase funding to the Library to a level that would exempt the City taxpayers from the County Levy Tax.

MOTION by Sjoberg, second by Howard, that the Board of Trustees request the Common Council to hold a public referendum in the 2013 Spring election for the voters of the city to pass a city override that increases the City's funding to the Hudson Area Library by an additional flat amount of \$277,173 (which would result in the City's taxpayers being exempt from having to pay the County Levy Tax of \$277,173). This additional flat amount would remain in effect for future years. Vote taken. Four ayes. Vanselow abstained. MOTION CARRIED.

MOTION by Howard, second by O'Connor, that the Board of Trustees indicate to the Common Council that the Board of Trustees intends to pay from the Library's operational budget for the costs of accounting services provided by City staff and for the Library's share of the 700 First Street building operational maintenance expenses on an on-going basis. Vote taken. All ayes. MOTION CARRIED.

Peterson will request that the Board of Trustees be added to both the January 14 Finance and Common Council agendas.

MOTION by Sjoberg, second by Vanselow, to authorize Peterson to hire a lawyer or accounting consultant to draft the language of the referendum that capsulated the Library Board's intention and not to exceed \$2000. Vote taken. Four ayes. O'Connor abstained. MOTION CARRIED.

#### **8. POLICY AND PERSONNEL COMMITTEE**

The Policy and Personnel Committee recommended that Peterson and Koch move forward with carrying out the Library Director's evaluation using the Director's job description, the job description form, and her 2012 goals as well as seeking input from key stakeholders including board members, Foundation president, Friend's president so that everyone has an opportunity for input with the end of February or sooner as the deadline to complete the evaluation. MOTION by O'Connor, second by Howard to approve the Policy and Personnel Committee recommendation. Vote taken. All ayes. MOTION CARRIED.

#### **9. ADJOURN**

MOTION by Howard, second by Sjoberg, to adjourn. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 8:55 pm.

*Minutes prepared by Linda Donaldson*