



Hudson Area Joint Library Board

Approved Meeting Minutes

Monday 12 March 2012

1. CALL TO ORDER AT 6:32 PM

2. ROLL CALL

- a. Board Members Present: Rob Howard, Dave Ostby, Roy Sjoberg, Rich O'Connor, Dan Koch, Barb Peterson. Absent: Marion Shaw, Rich Vanselow.
- b. Visitors: Gloria Kramer, Pat Zais, Jim O'Connor, Scot O'Malley, Jeff Zais, Matthew Winkler, Mary Davis.

3. APPROVE MEETING AGENDA

Motion by Sjoberg, second by O'Connor to approve the meeting agenda. Vote taken. All ayes. MOTION CARRIED.

4. SET DATE FOR NEXT REGULAR MEETING

April 9, 2012, 6:30 pm – the 2nd Monday of each month

5. DISPOSITION OF MINUTES FROM 13 FEBRUARY BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS.

Motion by Sjoberg, second by Howard, to approve the meeting minutes of 13 February. Vote taken. All ayes. MOTION CARRIED.

6. CITIZEN COMMENTS

Kramer commented on the Art displays in the library.

7. PRESENTATIONS BY SUPPORTING ORGANIZATIONS

- a. Friends of the Library
None.
- b. Hudson Area Library Foundation
None.

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

- a. Amendment to 2010 and 2011 Annual Report at Section V, item 10, page 3
Motion by Sjoberg, second by Koch, to amend the 2011 Annual Report correcting the answer to item 10, page 3, Section V from a yes to a no and forwarding this amended document to John Thompson, Director of Indianhead Federated Library System and John DeBachec of Wisconsin Department of Public Instruction. Vote taken. Five ayes. Ostby opposed. Sjoberg requested that the Board defer taking any action on the 2010 Annual Report until more information is known.
- b. Report on Library Director goals for 2012 in progress
Peterson reported that this is preceding and the committee will bring the goals to the April meeting.

9. STEERING COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Report on special meeting with municipal leaders
Peterson gave an overview of the special meeting mentioning the presentation by Ed Lucas, Bill Wilson, and the discussion following the slide presentation in regards to ownership of the building, fundraising, and the Library budget.
The St. Croix County Assistant Corporation Counsel, Financial Officer, and County Administrator is reviewing WI. Statute Chapter Section 43.64(2) and will provide her

professional analysis and opinion to the county, to the Board, and to the municipal leaders.

- b. Request to accept and place on file the February 28, 2012 "Summary Report to Political Leaders"

MOTION by Howard, second by Sjoberg, to accept/acknowledge and place on file the February 28, 2012 "Summary Report to Political Leaders" report. Vote taken. All ayes. MOTION CARRIED.

- c. O'Connor reported that Mayor Burchill requests that in the future when there is a meeting with the municipal leaders that the meeting be a meeting of the Library Board and not a committee.

10. DIRECTOR'S REPORT AND REQUESTS FOR ACTION

- a. Update on Communication/Programming Specialist opening
Donaldson reported that this announcement will be going to the media this week.
- b. Privacy film near Information Desk
Film is installed and well received by the employees.
- c. Status on lobby automatic blinds repair/replacement project
Communication is ongoing with Blind Installation & Repair, Inc.
- d. Donaldson requested that Trustees reviewed the monthly calendars and note future deadlines for notices of meetings.
- e. Donaldson reported an increase in new patrons, increase circulation of eBook titles and a decrease in circulation of materials between January and February 2012, tours of the library by St. Croix Industries, and professional development webinars attended by employees.

11. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Status of Granite RE, INC. Surety Bonds for Contractors
Sjoberg reported our insurer is communicating with the bonding company and waiting for a response.
- b. Recommendation to approve payment of \$433.80 to Rodli, Beskar, Krueger & Pletcher
Rodli, Beskar, Krueger & Pletcher researched negative quorum and committee membership. Sjoberg reported that the law firm exceeded the two hours that was originally discussed and the fee is now \$567.50. The finance committee recommends that the Library Board approve payment of the original amount of \$300 and pay half of the additional fee (\$133.75). MOTION by Howard, second by Sjoberg, to pay \$433.75 to Rodli, Beskar, Krueger, & Pletcher. Vote taken. Five ayes. Ostby opposed. MOTION CARRIED.
- c. Recommendation to approve payment of Himmel and Wilson invoice for \$1,043.07
MOTION by Sjoberg, second by Howard, to approve payment to Himmel and Wilson of \$1,043.07 for services. Five ayes. Ostby opposed. MOTION CARRIED.
- d. Recommendation to purchase technology for training room and employees
MOTION by Peterson, second by Koch, to purchase computers for the training room and replacement of older computers (7-9 years old) expending up to \$8,000 from budget line item 396-technology. Five ayes. Ostby opposed. MOTION CARRIED.
- e. Approve distribution and cost of the "Bridge the Gap" fund raising campaign
MOTION by Howard, second by O'Connor, to spend up to \$5,500 from the funds collected to cover the cost of mailing and to approve mailing "Bridge the Gap" fund raising letter to Hudson area residents. Vote taken. Five ayes. Ostby opposed. MOTION CARRIED.

12. POLICY AND PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Recommendation to table the By Laws until further notice

Peterson reported that changes to the By Laws are tabled in committee until resolution of Library governance. The committee will then also recommend the inclusion of a new article addressing conflicts of interest using Wisconsin Division for Libraries Trustee Essentials' model as a guide.

- b. Recommendation to not allow recitals in the Library since the building is not conducive to this type of event

The committee reviewed a request to allow piano recitals in the Library. The committee concluded that the Meeting Room Policy needs to include information about piano recitals and until additional space is available, the committee suggests not allowing recitals exception if they are part of a Library sponsored program.

- c. Compensation of employees

MOTION by Peterson, second by O'Connor, to increase compensation for the employees whom are no longer members of the Teamsters General Union Local 662 by 1% starting January 1, 2012. Vote taken. All ayes. MOTION CARRIED.

13. COMMUNICATIONS COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Video project

Howard reported on the "Hudson Area Library Lakefront Park Video Contest". A handout was given to trustees explaining the registration process, guidelines, deadline, and the promo video added to the Library Webpage.

MOTION by Sjoberg, second by Koch, to approve the video contest. Vote taken. All ayes. MOTION CARRIED.

14. ADJOURN

MOTION by Koch, second O'Connor, to adjourn. Vote taken. All ayes. MOTION CARRIED.

Meeting adjourned at 8:13 p.m.

Prepared by Linda Donaldson, reviewed by Vice Chair Sjoberg.

Our Hudson Area Library provides a community gathering place where knowledge flows freely, nurturing lifelong learning.