



Hudson Area Joint Library Board of Trustees
Approved Meeting Minutes
6:30PM Monday May 14, 2012
700 First Street, Hudson, WI

1. CALL TO ORDER BY PRESIDENT BARB PETERSON AT 6:30 PM

2. ROLL CALL

Board Members Present: Dave Ostby, Roy Sjoberg, Rich O'Connor, Dan Koch, Barb Peterson, Rich Vanselow.

Absent: Marion Shaw, Rob Howard

Visitors: Pat Zais, Mary Davis, Jim O'Connor, Scot O'Malley, Gloria Kramer, Susie Gilbert, John (JC) Love, Lisa Mitchell, Linda Donaldson.

3. APPROVE MEETING AGENDA

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

4. SET DATE FOR NEXT REGULAR MEETING

June 11, 2012, 6:30 PM – the 2nd Monday of each month

5. DISPOSITION OF MINUTES FROM APRIL 09, 2012 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETING

MOTION by Sjoberg, second by O'Connor, to approve the meeting minutes of April 9, 2012. Vote taken. Three ayes. Ostby nay. Vanselow and Peterson abstained.

6. CITIZEN COMMENTS

Kramer commented on the retaining wall along 1st street, number of volunteered hours, a need for a handicap button at the Vine Street entrance, and future publicity about library funding in regards to Wisconsin Statute Chapter 43.64(2)(b). She requested information on the qualifications of Trustees and library employees.

Love commented receiving a replacement billing notice and noted that the language seemed to be extreme.

Mitchell offered to help promote the library in the community.

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. Visit to IFLS office

Peterson reported attending a catalog meeting at the IFLS office in Eau Claire and commented on visiting the L.E. Phillips Public Library and Chippewa Falls Public Library.

b. Drafting of minutes; guidance of Dan Hill Assistant Vice Chancellor of the University of Wisconsin Extension

According to Hill, "there is nothing illegal about reviewing and editing drafts of meeting minutes in advance of the following meeting when they are up for reading and approval. Until they get to the Board, they are really mere 'notes'." Hill's areas of expertise includes running governmental meetings, open meeting law, open records, and parliamentary procedures.

He recommended following the Robert's Rules of Order protocol for minutes: *A draft, (however reviewed and edited per the customary practice of the governmental body), should be distributed to the Board members in advance of the next meeting. At the next meeting, after the distributed minutes are read, the Chair would ask, "Are there any corrections?" If none, then the Chair would state, "The minutes are approved as read." If there is a request for a correction, the request would be heard and then the Chair would ask,*

“Are there any objections to the requested correction?” If there is no objection, then the minutes will be corrected as requested. Are there any other corrections? Hearing none, the minutes are approved as corrected.” The correction(s) are then incorporated into the minutes. Hill stated that the minutes as approved at the meeting do not need to show what the corrections were from the distributed draft to the approved version. However, once the minutes are approved, then any corrections made to those formally approved minutes at a subsequent meeting would need to be permanently noted.

Ostby noted draft minutes need to be distributed to all members for review and not be reviewed by one or two members.

MOTION by O’Connor, second by Ostby, that the draft minutes be sent to all board members as a draft for review of omissions and edits prior to the next meeting. Vote taken. Ostby, O’Connor and Vanselow ayes. Peterson, Sjoberg, and Koch nay. MOTION FAILED.

Existing protocol will be followed in the future. The Board president will review the draft minutes prior to distribution to other Board members.

c. Finance Committee Appointment

MOTION by Peterson, second by O’Connor, to appoint Vanselow to the Finance Committee. Vote taken. All ayes. MOTION CARRIED. Vanselow agreed to join the Finance Committee.

d. Wisconsin Department Of Instruction Response RE Annual Report 2010 Regarding Correction To 43.64 (B)(2) Reference

According to John Thompson, Indianhead Federated Library System Director, the answer to question 10 on Page 3, section V. Library Operating Revenue of the 2010 Annual Report does not need to be changed from yes to no. *“Thompson spoke with Division staff and the intent of the box was to determine if the municipality paid a share of the county tax. The municipalities were not taxed by the County so the report is accurate for the Division’s purposes. No action is needed.”*

9. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION

a. Impact of Chapter 43.65(b)(2) on status of JOINT LIBRARY funding 2013 Budget

Sjoberg recapped the funding future of the Library and the impact of Chapter 43.65(2)(b) on funding for 2013.

b. GRANITE RE, INC. claim status

Sjoberg reported that the library’s insurance (Statewide Services, Inc.) is requesting original copies of the security bond contract, the construction contract, and the architectural contract. Granite RE, Inc. continues to pursue payment of \$15,000 that the library paid to Keller Construction.

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

All expenses are recurring and within the 2012 board approved budget.

10. STEERING COMMITTEE REPORT

a. Communication with municipality partners to discuss the future of the library

Peterson reported that members of the Steering Committee have offered assistance to the municipal leaders in finding a solution for funding of the library in 2013.

At the Steering Committee meeting members discussed the impact if funding of the nonresidential circulation was reduced from 100% to 70%.

At the May 22, 2012 Steering Committee meeting, Jeff Zais made the following motion:

This committee recognizes that the four municipalities were already under significant financial constraints when the additional challenge of meeting the statutory library funding requirements under WI Statutes Section 43.64(2)(b) was brought to light in February 2012. Many have devoted a lot of time attempting to find a solution to this funding issue. As stated in the WI DPI’s Trustee Essentials publication at Trustee Essential 1: The Trustee Job Description, one of the library board most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a Trustee, your focus should be on those services and what is required to provide

them to the public in the most beneficial manner". The Trustee Essentials also states the Trustees are required to be advocates for the library. Therefore, in recognition of these fiduciary responsibilities imposed upon the Trustees, the Steering Committee recommends that the Trustees not support any action which would reduce library funding. Motion seconded by Jim O'Connor. All ayes.

b. Strategic priorities

Peterson asked members of the Steering Committee to consider funding priorities for the 2013 budget.

11. DIRECTOR'S REPORT AND REQUESTS FOR ACTION

Donaldson reviewed the Library Director's report included in the Board packet – number of checkouts to date, number of visitors to the library, adult vs. children checkouts, checkouts of eBooks and audiobooks, usage of 3M self-checkout workstation, May/June calendar of events listing agenda and board meeting dates. Newspaper articles were displayed noting Valley Reads (authors, play), Arbor Day activity, and Yellowstone Trail partnership events.

Donaldson reported the impacts of reduced funding to libraries in St. Croix County when the funding is reduced to 70% for checkouts/renewals to libraries serving County residents that are without a library. Residents without a library include Town of Baldwin, Cady, Cylon, Eau Galle, Emerald, Hammond, Kinnickinnic, Pleasant Valley, Richmond, Rush River, Somerset, Stanton, Star Prairies, Troy, Warren & Village of Wilson.

a. "BRIDGING THE GAP" fundraising appeal status

Donaldson reported on the success of the fundraising campaign. After expenses the revenue, the revenue amount was \$19,968.28. Pledges continue to arrive at a slow pace. Peterson and Donaldson will contact the newspaper discussing the fund raising campaign. O'Connor noted the success of the funding campaign with very little effort and suggested the library needs to discuss estate giving, wills, endowment, etc.

b. Programming Communication Specialist job hiring status

Policy and personnel committee discussed this position at the last meeting. Gilbert, Donaldson, and Peterson will review the applications and select candidates for interviewing.

c. VIKING COCA-COLA beverage solutions

MOTION by Vanselow, second by Ostby, to install a Coca-Cola vending machine in the library lobby near the restrooms. All ayes. MOTION CARRIED.

12. POLICY AND PERSONNEL COMMITTEE REPORT

The Committee is studying salary compensation for library employees and reviewing the Library Director's goals for 2012.

13. COMMUNICATIONS COMMITTEE REPORT

Sjoberg reported that the committee developed a video contest. The video would publicize the library's value and uniqueness. The entry deadline was May 7. Four videos were submitted. The deadline has been extended to June 18 to allow for more entries.

14. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

- a. Approval of reviewed Committee Charters
- b. Meeting Room Policy

15. ADJOURN

MOTION by Sjoberg, second by Vanselow, to adjourn. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 7:59 PM.