



# Hudson Area Joint Library Board of Trustees

## Approved Meeting Minutes

### 6:30 PM Monday 12 November 2012

#### 700 First Street, Hudson WI

- 1. CALL TO ORDER BY PRESIDENT BARB PETERSON AT 6:35 PM**
- 2. ROLL CALL**

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

Absent: Rich Vanselow

Visitors: Gloria Kramer, Jim O'Connor, Jan Standafer, Linda Donaldson

- 3. APPROVE MEETING AGENDA**

MOTION by Rich O'Connor, second by Rob Howard, to approve the amended agenda with the removal of 7f-Authorization of Layoff Notices, 8b-Hudson Area Library Foundation, and 10b-Recommendations Regarding the Library Fund Balance Including Purpose and Level of Funding. Vote taken. Six ayes. Shaw opposed. MOTION CARRIED.

- 4. SET DATE FOR NEXT REGULAR MEETING**

December 10, 2012, 6:30 pm – the 2<sup>nd</sup> Monday of each month

- 5. DISPOSITION OF MINUTES FROM OCTOBER 8, 2012 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS**

Minutes were deferred to the December meeting awaiting clarification on documentation of MOTION and AMENDED MOTION.

- 6. CITIZEN COMMENTS**

Kramer asks the Board to not reduce hours of operations in 2013.

- 7. DIRECTOR'S REPORT AND REQUESTS FOR ACTION**

Donaldson reviewed the monthly Director's report highlighting new cardholders and noted that 65% of the City, 56% of the Village, 51% of the Town of Hudson, and 43% of the Town of St. Joseph residents are library cardholders. Circulation of materials from January to October 2012 is 284,018. Included in the Director's report are pie graphs showing the breakdown of materials checked out and number of materials in the adult, children's, audio and young adult collections. Donaldson reported on programming in October and November at the library. Programming included Scan Day, Facebook 101, and eBook downloading to digital devices.

- Compensation proposal for Library employees

Donaldson requested that the Board approve a 1% wage increase for Library employees.

- Implementation of Rental Collection

Donaldson requested that the Board approve the implementation of a rental collection noting the MORE system rental policy would need to be followed if a rental collection is approved. Motion by Shaw, second by Ostby, to approve the implementation of a Rental Collection following the MORE rental policy. Vote taken. All ayes. MOTION CARRIED.

- Leasing of multiple copies of popular print materials in 2013

Donaldson requested that the Board approve the implementation of an annual leasing plan for high demand print titles. MOTION by Sjoberg, second by O'Connor, to start leasing high demand popular titles. Vote taken. All ayes. MOTION CARRIED.

- Outsourcing of cataloging and processing services in 2013

Donaldson requested that the Board approve the implementation of outsourcing cataloging through the Indianhead Federated Library System. The annual cost is \$27,000 which includes processing materials. The wages of Hudson employees performing cataloging duties is \$23,000.

e. Purchase of additional 3M self-checkout station

Donaldson requested that the Board approve the purchase of self-checkout station (\$17,000). Patrons are standing in line to check out materials and staff at the circulation desk are checking out materials to eliminate the long lines and neglecting other important tasks that would improve customer services.

**8. PRESENTATIONS BY SUPPORTING ORGANIZATIONS**

a. Friends of the Library

Standafer reported that the Michael Perry program was well attended (110 people). The Friends group has received a grant from the Anne Marie Foundation and the funds purchased a microphone/speaker system for the library.

**9. PRESIDENT'S COMMENTS, REPORT, AND REQUESTS FOR ACTION**

a. IFLS Trustee Workshop on Advocacy

Peterson reported attending IFLS Trustees' workshop on advocacy. She discussed with the Steering Committee about creating a group of citizens as advocates for the library. She will be discussing with Standafer on how the members of the Friends group can be advocates. She stated that there is a belief that having elected officials serving as library trustees may bring a bias viewpoint that a citizen advocating for the library would not bring when serving as a trustee.

b. Board continuing education on the future of public libraries

Peterson reported attending the workshop on the future of public libraries and she plans to report at a later date on strategies that were presented that could be considered when planning for the future of the Hudson library.

Peterson is consulting with John Thompson, Director of the Indianhead Federated Library System, on gift acceptance policies that could be studied when creating a policy for the Hudson library.

**10. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION**

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

The Finance Committee approved invoices that were within the 2012 Board approved.

b. Recommendation regarding the 2013 Budget

Sjoberg noted that the Board at the October 8, 2012 meeting authorized the Finance Committee to meet in a special meeting to review, evaluate and recommend any changes to the 2013 Break Even Budget. The special Finance Committee meeting was held on October 24, 2012.

Sjoberg stated changes were made to the "2013 Break Even Budget" that was presented at the October 8, 2012 Board of Trustees meeting by the Library Director Donaldson. Changes endorsed by the Finance Committee include a 1% percent wage increase for library employees, purchase of an additional check-out station, fill the Programming/Communications Specialist position, closing the library on Monday, and opening the library Tuesday-Saturday at 10:00 a.m.

This 2013 amended budget includes changes in the allocations of revenue from the four joint municipalities based on the 2012 municipal population estimate that were released later in October by the Wisconsin Department of Administration.

MOTION by Sjoberg, second by Peterson, to approve the Amended Budget for 2013 dated 11/12/2012.

AMENDED MOTION by Sjoberg, second by Peterson, to amend Sjoberg motion to include the purchase of the check-out work station (\$17,000) only if the library receives additional funding from the City in December 2012. Vote taken. Six ayes. Shaw opposed. AMENDMENT CARRIED.

MOTION by Sjoberg, second by Peterson, to approve the Amended Budget for 2013 dated 11/12/2012 with the purchase of the check-out workstation (\$17,000) only if the library receives additional funding from the City in December 2012. MOTION. Vote taken. Five ayes. Shaw and O'Connor opposed. MOTION CARRIED.

**11. STEERING COMMITTEE REPORT AND REQUESTS FOR ACTION**

- a. Communication with municipality partners to discuss the future of the Library including funding in 2014 and beyond

Peterson reported having contacted Mayor Burchill to discuss putting a referendum on the ballot in April 2013 and to discuss the content of the referendum question.

**12. POLICY AND PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION**

- a. Recommendation of Succession Plan Policy  
Deferred to the December 10, 2012 meeting
- b. Library Emergency Procedures reviewed

The Library Emergency Procedures report was informational for the board and did not require approval by the board.

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

Steering Committee requests that the Communications Committee create a two minute library advocacy video.

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

- a. Board Continuing Education on the Future of Public Libraries
- b. Recommendation of Succession Plan Policy
- c. Transferring current and future Bridge the Gap donation funds to the Library operations budget
- d. Public Relations Policy

**15. ADJOURN**

MOTION by Howard, second by O'Connor, to adjourn. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 8:45 pm.