



Hudson Area Joint Library Board of Trustees

Approved Meeting Minutes with correction

7:00 PM Wednesday 17 April 2013

700 First Street, Hudson WI

1. CALL TO ORDER BY PRESIDENT BARB PETERSON AT 7:05 PM

2. ROLL CALL

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

Staff: Linda Donaldson, Library Director; Mary Davis, Children's Librarian

Visitor: Alan Burchill, Jill Burchill, Jim O'Connor, Curt Weese, Susan Gilbert, Jan Standafer, Joyce Law, Katie Elwood, Ed Lucas, Chris Kilber.

3. APPROVE MEETING AGENDA

MOTION by Ostby, second by Howard, to approve the agenda but not necessarily in order as presented. Vote taken. All ayes. MOTION CARRIED.

4. SET DATE FOR NEXT REGULAR MEETING

Tuesday, May 21, 2013, 6:30 PM

5. DISPOSITION OF MINUTES FROM MARCH 19, 2013 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS

MOTION by Vanselow, second by Koch, to approve the meeting minutes of March 19, 2013. Six ayes. Shaw opposed. Howard abstained.

6. CITIZEN COMMENTS

None.

7. DIRECTOR'S REPORT AND REQUESTS FOR ACTION

a. Staffing update

Donaldson reported that the Library Assistant and Programming/Communications Specialist staffing vacancies have been filled.

b. Building update

Vanselow noted that the City Council has appropriated \$100,000 for replacement of the roof.

c. Review Year-to-Date Revenue and Expenditure Report

Donaldson reviewed the revenue and expenditure report noting \$15,000 was removed from Donations Private Org/Ind and placed into line item of 395-Books General Operating Expenses as directed by the Library Board at the March 2013 meeting. The Fund Balance was reviewed.

The Library Director's March 2013 report was reviewed noting cardholders, visitor count, eBook circulation, Internet usage, circulation breakdown, children's programming, etc.

Donaldson announced that during the Yellowstone Trail community event, the library will offer a program on genealogy.

8. PRESENTATIONS BY SUPPORTING ORGANIZATIONS

a. Friends of the Library

Jan Standafer reported the Friends' membership is now sixty. On April 23 and 25, the Friends have scheduled programming on renewable wind energy. In the last two years, the Friends have provided 25 programs at the library.

Joyce Law is the new president. The April book sale raised \$2,300. In 2012, the total number of volunteer hours was 3.5 FTE. Patti Zais has and will continue to provide tours of the library.

- b. Hudson Area Library Foundation
Susie Gilbert reported that the Foundation has scheduled a executive meeting for April 25.

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

- a. Review draft of "Bridge the Gap" appeal for 2013
A draft brochure was distributed and feedback from the board members was requested.
- b. Appoint Nominating Committee
MOTION by Peterson, second by Vanselow, to appoint Rich O'Connor and Dan Koch to a nominating committee and to bring a slate of candidates for President and Vice President to the June meeting. Vote taken. Ostby and Shaw opposed. Six ayes.
MOTION CARRIED.

10. CLOSED SESSION UNDER WI STATUE 19.85(1)(B) TO CONSIDER LIBRARY DIRECTOR EVALUATION AND TO CONSIDER CHANGE IN COMPENSATION OF LIBRARY DIRECTOR

MOTION by Vanselow, second by Koch, to convene to closed session as per Statue 19.85(1)(B) to consider Library Director's evaluation and to consider change in compensation of Library Director. Vote taken. All ayes. MOTION CARRIED.

11. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION ON 2012 LIBRARY DIRECTOR EVALUATION AND ANY CHANGE IN COMPENSATION OF LIBRARY DIRECTOR

MOTION by Vanselow, second by Koch, to reconvene into open session. Vote taken. All ayes. MOTION CARRIED.

MOTION by Ostby, second by O'Connor, to approve the performance evaluation as reviewed in close session. Vote taken. All ayes. MOTION CARRIED.

12. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Recommendation regarding approval of Library expenditures
MOTION by Sjoberg, second by Vanselow, to approved expenditures as presented. Vote taken. All ayes. MOTION CARRIED.
MOTION by Ostby, second by Shaw, to abolish the Finance Committee. Vote taken. Two ayes. Six nays. MOTION FAILED.

13. STEERING COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Recommendation regarding Resolution for Adequate Funding
MOTION by Shaw, second by Ostby, to abolish the Steering Committee for the reasons of no direction from the Board and the fact this committee is not included in the Bylaws, **as well as, wasting time and money and going beyond the scope without accountability to the board.** (correction 5/21/2013)
MOTION by O'Connor, second by Koch, to table the motion to abolish the Steering Committee. Vote taken. Five ayes. Shaw, Ostby, Sjoberg nay. MOTION CARRIED.
MOTION by Sjoberg, second by Howard, to request approval of the resolution that was submitted by the Steering Committee and presented in the board packet.
MOTION by O'Connor, second by Koch, to table the motion to approve the resolution that was submitted by the Steering Committee and presented in the board packet.
Vanselow and Shaw opposed. Six ayes. MOTION CARRIED.

14. PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Staffing structure reviewed and endorsed
The Policy and Personnel Committee has reviewed and endorsed the staffing structure for the library and this was included in the board packet.
- b. Gift Receipt Policy reviewed and update planned
No discussion and no action taken.

- c. April 30 meeting on Bylaws at 6:00

The next meeting of the committee is April 30 at 6:00 PM to update the Bylaws.

Interested Board members were encouraged to attend.

15. COMMUNICATIONS COMMITTEE REPORT AND REQUESTS FOR ACTION

No report.

16. OTHER BUSINESS

- a. Library email accounts for Trustees

Discussion and no action taken.

- b. Board agenda on Library web page with links to documents

The monthly agenda will continue to be sent to the Hudson Star Observer and the four municipalities.

MOTION by Peterson, second by Howard, to approve posting the Library Board agenda on the Library web page with links to memorandums for discussion at the meeting.

17. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

- a. Review Committee charters

Charters will be reviewed at the next meeting. Charter packets were distributed.

18. ADJOURN

MOTION by Ostby, second by Shaw to adjourn. Vote taken. All ayes. MOTION CARRIED.

Meeting adjourned at 9:00 PM.

Minutes prepared by Linda Donaldson