



**Hudson Area Joint Library Board of Trustees
Approved Meeting Minutes with corrections
6:30 PM Tuesday, December 17, 2013
700 First Street, Hudson WI**

1. CALL TO ORDER BY DAVID OSTBY (VICE PRESIDENT) AT 6:30 PM

2. ROLL CALL

Board Members Present: David Ostby, Marion Shaw, Rich Vanselow, Barb Peterson, Curt Weese and Karen Homeier.

Board Members Absent: Rich O'Connor and Dan Koch.

Library Staff: Linda Donaldson and Alexandria Olson.

Visitors & Guests: Steve Anderson and Jim Webber.

3. APPROVE MEETING AGENDA

MOTION by Shaw to approve meeting agenda; seconded by Homeier. Vote taken: all ayes (6). MOTION CARRIED.

4. DATE FOR NEXT REGULAR MEETING

Tuesday, January 21, 2014, 6:30 pm (the 3rd Tuesday of each month.)

5. DISPOSITION OF MINUTES FROM AUGUST 20, 2013 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS

MOTION by Vanselow to, approve disposition of the minutes; seconded by Shaw. Vote taken: all ayes (6). MOTION CARRIED.

6. CITIZEN COMMENTS

No discussion; no action taken.

7. DIRECTOR'S REPORT AND REQUEST FOR ACTION

a. X-rated video not in library collection

The Hudson Library does not have any x-rated DVDs and the MORE system does not have x-rated DVDs.

b. Review library statistics

The number of cardholders shows a 5.5% increase when compared with January-December 2012 cardholders' statistics. Average visitor count in November was 470 with the library open 20 days. Total circulation is 273,889.

c. Report on continuing education opportunities

Staffing attended Freegal and Freading workshops. F&F databases contain downloadable eBooks and music titles that will be available on the MORE website starting January 1, 2014.

d. Review "Bridge the Gap" appeal for 2013 update

The Bridge the Gap donations total \$23,241. After expenses the total revenue is \$18,782. The top denominations were \$25, \$50, and \$100 with (2) \$1,000 donations and (1) \$2,000 donation.

e. Discussion, planning and possible action on Library Director Performance Review

No discussion; no action taken. *Correction: Peterson agreed to gather Board input in regard to the Library Directors evaluation. Don Koch will assist.*

8. COMMUNICATIONS PROGRAMMING SPECIALIST REPORT

a. Rental collection evaluations

The majority of patrons checking out rental collection titles hear about the collection from library staff and visiting the library.

b. Library cards for the holidays (press release - coupon)

Distributed to the library board for review.

c. Library E-newsletter/ video-script

Donaldson and Olson are working on an e-newsletter video. The purpose of the video is to present services available in the library.

d. Data Gathering Workshop (summary of suggestions): analyzing past library surveys, local demographics, highest priority interests among consumers, reviewing local organization reports, patron usage patterns, marketing segmentation and data mapping.

The surveys showed 50% of the municipal population use the library.

e. Consider formation of a marketing committee (volunteer professionals/ interns).

Olson recommended forming a Marketing Committee.

9. PRESENTATIONS BY SUPPORTING ORGANIZATIONS

a. Friends of the Library

No discussion; no action taken.

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

a. Library Leadership Communication Forum

Peterson noted the next meeting is scheduled on 7:00 PM Wednesday, January 22, 2014.

11. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION

a. Discussion and action on November revenue and expenditures

Vanselow reported there is a need for a better system when expending budgeted line items. November claims for payment -\$73,933.01. MOTION by Peterson, to authorize payment of claims, seconded by Vanselow. Vote taken: ayes (6). MOTION CARRIED.

b. Discussion and possible action year-to-date revenue and expenditure report

i. Report on Back-Pay Payroll and Bi-weekly Payroll entry

The last month question on back-pay payroll and bi-weekly payroll entries was a coding error.

ii. Report on NET REVENUE/ EXPENDITURE

The January-November the NET REVENUE/EXPENDITURE is -\$134,090 which is a variance between the budgeted or expected cost (-\$67,247) and the actual costs (-\$68,890) Correction (+\$68,890).

c. Discussion and possible action employee wage increase

MOTION by Peterson, to approve a 2% increase on library employee wages; seconded by Vanselow.

Amended MOTION by Weese to approve a 2% increase on library employee wages only if at the January meeting the Library Director can balance the 2014 budget. No second. MOTION FAILED.

MOTION by Peterson to approve a 2% increase on library employee wages; seconded by Vanselow. Vote taken: ayes (4); opposed by Shaw and Weese. MOTION CARRIED.

12. PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION

No discussion; no action taken.

13. AD HOC COMMITTEE REPORT AND REQUESTS FOR ACTION

The current occupancy expense of approximately \$6.50/sq. ft. is approximately 50% of the commercial rental rate for Hudson. The occupancy expense includes janitorial services and utilities. The moving expense into this building and remodeling of this building was \$715,000. The AD HOC committee investigated a community library within a high school and reported issues associated with this partnership such as building security, access to the library when the school is close, and censorship. The Hudson School District would be open to discussions regarding a partnership once its space needs have been addressed.

14. BUILDING LEASE DEADLINE

a. Discussion with possible action on lease extension

MOTION by Peterson that the library board exercises the option to renew the lease for five years; second by Homeier.

MOTION by Peterson to call the question; seconded by Vanselow. Vote taken: ayes (4); opposed by Shaw and Weese. MOTION CARRIED.

MOTION by Peterson that the library board exercises the option to renew the lease for five years; seconded by Homeier. Vote taken: ayes (4); opposed by Shaw and Weese.

15. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

None.

16. ADJOURN

MOTION by Shaw to adjourn the meeting; seconded by Vanselow. Vote taken: all ayes (6). MOTION CARRIED. Meeting adjourned at 8:12 pm.

Library Board meeting minutes prepared by Alexandria Olson