



**Hudson Area Joint Library Board of Trustees
Approved Meeting Minutes with correction
6:30 PM Tuesday 15 January 2013
700 First Street, Hudson WI**

1. CALL TO ORDER BY PRESIDENT BARB PETERSON AT 6:36 PM

2. ROLL CALL

Board Members Present: Barb Peterson, Dan Koch, Rich O'Connor, Marion Shaw, Dave Ostby
Absent: Roy Sjoberg, Rob Howard, Rich Vanselow
Visitors: Mary Davis, Mike Foley, Linda Donaldson

3. APPROVE MEETING AGENDA

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

4. SET DATE FOR NEXT REGULAR MEETING

Tuesday, February 19, 2013, 6:30 pm

5. DISPOSITION OF MINUTES FROM OCTOBER 8, 2012 , NOVEMBER 12, 2012 AND DECEMBER 18, 2012 BOARD MEETINGS AND OF ANY INTERVENING SPECIAL MEETINGS

Ostby commented that in the past when a Board meeting lacked a quorum, e.g. December 10, 2012 meeting, the board met the following month. In addition, he stated that a second meeting in December was scheduled without giving all board members the opportunity for input in regards to date and time. He cited Statute 19.89 Exclusion of Members which states that no duly elected or appointed member of a governmental body may be excluded from any meeting of such body.

MOTION by O'Connor, second by Koch, to approve the meeting minutes of October 8, 2012 with correction. Vote taken. All ayes. MOTION CARRIED.

MOTION by O'Connor, second by Koch, to approve the meeting minutes of November 12, 2012. Vote taken. Three ayes. Ostby abstain. Shaw opposed. MOTION CARRIED.

MOTION by O'Connor, second by Koch, to approve the meeting minutes of December 18, 2012. Vote taken. Three ayes. Ostby abstain. Shaw opposed. MOTION CARRIED.

6. CITIZEN COMMENTS

None.

7. DIRECTOR'S REPORT AND REQUESTS FOR ACTION

a. Rental Collections

MOTION by O'Connor, second by Koch, to approved allocating \$3,000 to purchase books for a rental collection using funds in line item 395-Books of the 2013 budget. Vote taken. All ayes. MOTION CARRIED.

MOTION by Koch, second by Ostby, to approved allocating \$3,000 to purchase DVDs for a rental collection using funds in line item 398-Audiovisual of the 2013 budget. Vote taken. All ayes. MOTION CARRIED.

b. Monthly expenditure procedure update

All monthly expenditures need to be approved by the Board of Trustees as noted in Wisconsin Statute 43.58. In the past, members of the Library Finance Committee approved the monthly expenditures, and the city paid the monthly invoices.

After discussion, the committee requested that Neil Soltis the City of Hudson Finance Officer attend the February meeting of the Library Board to answer questions concerning this Statute and the procedure to follow when approving monthly expenditures.

c. Staffing update

There are two staffing vacancies-Programming/Communications Specialist and Circulation Library Assistant. The deadline to apply is January 24. External postings are on library related websites and in the Hudson Star Observer.

d. Worker's Compensation

The Library, in the past, has not paid the library's share of Workman's Compensation Insurance to the city. Starting in 2013, the city will bill the library for its share of Workman's Compensation Insurance. It is estimated the cost to be \$900 for the year.

8. PRESENTATIONS BY SUPPORTING ORGANIZATIONS

a. Friends of the Library

Peterson reported that the total FTEs in volunteer hours by the members of the Friends for 2012 is 3.2.

b. Hudson Area Library Foundation

None.

9. PRESIDENT'S COMMENTS AND REPORT

a. Status of request to Hudson Common Council for a referendum

Peterson reported that she will be presenting information to the City Council on January 28 in regards to future of the library in 2014.

b. Status of Library Director performance evaluation

Board Members have received from Peterson an email requesting feedback on the Library Director's performance in 2012. So far, Peterson has not received any feedback. Ostby stated he did not receive this request. Ostby was given a print copy.

c. Status of Gift Policy

Peterson reported that a committee has been formed to review and develop a Gift Recognition Policy for the library. Members are Peterson, Susie Gilbert, Rich O'Connor, and John Marnell.

d. Library Trustee Job Description will be recommended to Policy & Personnel Committee

Policy and Personnel Committee plan to develop a Library Trustee Job Description.

e. Board development/generative responsibilities

No discussion.

10. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION

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

None.

b. Approve regularly recurring expenses that are within the Board-approved 2012 Budget

MOTION by O'Connor, second by Shaw, to approve the December 2012 recurring expenses as presented. Vote taken. All ayes. MOTION CARRIED.

c. Approve regularly recurring expenses that are within the Board approved 2013 Budget

MOTION by Shaw, second by Ostby, to approve 2013 recurring expenses as presented on the January-December 2013 budget document dated 1/15/2013. Vote taken. All ayes. MOTION CARRIED.

d. Review of 2012 operational

Donaldson announced receiving a \$5,000 anonymous donation to the library.

Donaldson reported receiving \$1,721 from the Star Tribune for overpayment. This refund was applied to the line item 397-Periodicals of the 2012 Operational Budget.

e. Approve modifications to the 2013 Budget

MOTION by O'Connor, second by Koch, to move the \$1,721 Star Tribune refund from the 2012 Operational Budget to the 2013 Operational Budget and add this amount to the 397-Periodical line item. Vote taken. All ayes. MOTION CARRIED.

MOTION by Ostby, second by Shaw, to abolish the Finance Committee since the library board has exclusive control of the expenditures and must approve all expenditures of library funds as stated in Wisconsin State Statute 43.58.

MOTION by O'Connor, second by Koch, to table discussion on the above motion until the March 2013 meeting. Vote taken. Three ayes. Ostby and Shaw nay. MOTION CARRIED.

11. STEERING COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Status of support for a referendum
Discussion with no action taken.

12. POLICY AND PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Recommendation of Succession Plan Policy (documents distributed with November agenda)

MOTION by Shaw, second by Ostby, to approve two Succession Plans and the Succession Policy with appropriate modifications to external postings and advertising in library related sites. Vote taken. All ayes. MOTION CARRIED.

13. COMMUNICATIONS COMMITTEE REPORT AND REQUESTS FOR ACTION

None.

14. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

O'Connor recommended purchasing tablets for board members and downloading board packet materials.

Board members would like a library email account.

~~Tabled motion referred to March 2013 meeting (removed 3/19/2013 mtg)~~

15. ADJOURN

MOTION by Ostby, second by O'Connor, to adjourn. Vote taken. All ayes. MOTION CARRIED.
Meeting adjourned at 8:49 pm.

Prepared by Linda Donaldson