



**Hudson Area Joint Library Board of Trustees
Approved Meeting Minutes with correction
6:30 PM Tuesday 16 July 2013
700 First Street, Hudson WI**

1. CALL TO ORDER BY LIBRARY DIRECTOR LINDA DONALDSON AT 6:31 PM

2. ROLL CALL

Board Members Present: Karen Homeier, Rich Vanselow, Curt Weese, Marion Shaw, David Ostby, Rich O'Connor.

Board Members Absent: Dan Koch, Barbara Peterson.

Library Staff: Linda Donaldson (Library Director), Alexandria Olson (Programming and Communication Specialist), Mary Davis and Carol Hardin.

Guests: Steven Anderson, Nancy Langress, Gloria Kramer, Judy Kelley, Patty Zais, Michael Schendel, Dan Butler, and Randy Hansen.

3. APPROVE MEETING AGENDA

MOTION by Ostby, seconded by O'Connor to approve of the meeting agenda. Vote taken. All Ayes (6). MOTION CARRIED.

4. SET DATE FOR NEXT REGULAR MEETING

Tuesday, August 20, 2013, 6:30 pm (the 3rd Tuesday of each month.)

5. DISPOSITION OF MINUTES FROM JUNE 18, 2013 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS

MOTION by O'Connor, seconded by Vanselow to approve the minutes. Vote taken. All Ayes. MOTION CARRIED.

6. CITIZEN COMMENTS

Kelly requested information on the exemption for joint libraries from county library levy. 2013-2013 State budget states "notwithstanding current law requirements, municipalities participating in a joint library are exempt from the county library levy, provided the municipal library levy is maintained at no less than the average of the last three-years." No discussion.

Kramer commented on the value of library volunteers and the Friends of the Library Group and emphasized the importance of the library to the Hudson community.

7. DIRECTOR'S REPORT AND REQUEST FOR ACTION

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

Donaldson reviewed the Year-to-Date revenue and expenses.

b. Review "Bridge the Gap" appeal for 2013

Donaldson reported on the progress of the Bridge the Gap fundraising campaign. Discussion and no action taken.

c. 2013 Director's Goals (detailed version)

Donaldson provided information on the three goals. The three goals are creating a Public Relations Policy, updating the Technology Plan, and updating employee job descriptions and compensation levels.

d. Mary Davis Summer Reading Report

Davis request board approval to participate at Art Fest – Origami Table. No discussion and no action taken. This will be an agenda item in August.

e. Carol Hardin Summer Reading Report

Hardin presented an incentive for young adults participating in the summer reading program.

f. Alexandria Olson Programming Report

Olson reported on the park passes (for participants of the Summer Reading Program), the Public Relations Plan (draft) and TechHelp! (online reference/ tutoring program on technology.)

8. PRESENTATIONS BY SUPPORTING ORGANIZATIONS

a. Friends of the Library

None.

9. ELECTION OF OFFICES FOR JUNE, 2013 THROUGH JUNE, 2014

a. President

MOTION by Ostby, seconded by Vanselow to nominate O'Connor as President of the Library Board of Trustees. Vote taken. All Ayes. MOTION CARRIED.

b. Vice President

MOTION by O'Connor, seconded by Vanselow to nominate Dave Ostby as Vice President of the Library Board of Trustees. Vote taken. All Ayes. MOTION CARRIED.

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

a. Consider rescinding referendum resolution

MOTION by Vanselow, seconded by Ostby to rescind referendum. Vote taken. **Shaw Abstained. Five ayes.** ~~All ayes.~~ Correction 8/20/2013. MOTION CARRIED.

11. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION

a. Recommendation regarding approval of Library expenditures

MOTION by Weese, seconded by Vanselow to approve the expenditures for the month of June. Vote taken. All Ayes. MOTION CARRIED.

MOTION by Weese, seconded by Vanselow to approve a one-time increase in postage of \$200 to cover mailing of the thank you letter to Bridge the Gap donors. Vote taken. All Ayes. MOTION CARRIED.

b. Developing alternative proposal to renewing lease

Discussion with no action taken.

c. Consider 2014 budget assumptions

Vanselow: announced the assumptions that the Finance Committee plans to consider when preparing the 2014 budget. This document will be sent to board members.

d. Consider revised charter

MOTION by Vanselow, seconded by Homeier to approve the Finance Committee Charter with changes. Vote taken. All Ayes. MOTION CARRIED.

12. STEERING COMMITTEE REPORT AND REQUESTS FOR ACTION

NONE.

13. PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION

a. Distribution of approved Bylaws

Approved and distributed to members.

b. Consider revised charter

MOTION by Ostby, seconded by Vanselow to approve the Policy and Personnel Committee charter with changes. Vote taken. All Ayes. MOTION CARRIED.

14. CONSIDER FORMATION OF A NEW LIBRARY FOUNDATION FOR OPERATION FUNDING

Discussion the creation of a new library foundation to raise operational funds and presenting a request for funds/ fundraising to the Hudson Community Foundation.

15. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

Discussion:

- a. Joint libraries in Wisconsin and the exemption from county library levy tax and maintenance of effort.
- b. 2014 - Library Budget.
- c. The Hudson Community Foundation request.
- d. Library Staff participation in the St. Croix Art Festival – Origami booth.

16. ADJOURN

MOTION by Ostby, seconded by Shaw to adjourn the meeting. Vote taken. All Ayes. MOTION CARRIED. Meeting adjourned at 8:40 pm.

Library Board meeting minutes prepared by Alexandria Olson