



Meeting Agenda Hudson Area Joint Library Board of Trustees

Approved Meeting Minutes

6:30 PM Tuesday 18 JUNE 2013

700 First Street, Hudson WI

1. **CALL TO ORDER BY PRESIDENT BARB PETERSON AT 6:31 PM**

2. **ROLL CALL**

BOARD MEMBERS PRESENT: Karen Homeier, Dave Ostby, Marion Shaw, Curt Weese, Rich Vanselow, Barbara J. Peterson, Dan Koch (6:36 PM) and Rich O'Connor (6:59 PM)

STAFF: Linda Donaldson (Library Director) and Alexandria Olson
Programming/Communications Specialist)

VISITORS: Don Jordan, Nancy Langress, Jan Standafer (Friends), Donna Davis and Jim O'Connor

3. **WELCOME NEW TRUSTEES**

Karen Homeier (City of Hudson) and Curt Weese (Village of North Hudson)

4. **APPROVE MEETING AGENDA**

MOTION by Vanselow, seconded by Koch, to approve the modified agenda.

Vote taken. Seven ayes. Shaw abstained. MOTION CARRIED.

5. **ANNOUNCE DATE FOR NEXT REGULAR MEETING**

July 16, 2013, 6:30 PM – 3rd Tuesday of each month.

6. **DISPOSITION OF MINUTES FROM MAY 21, 2013 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS**

MOTION by Vanselow, seconded by Ostby, to approve the meeting minutes of May 21, 2013.

Vote taken. Seven ayes. Weese abstained. MOTION CARRIED.

7. **CITIZEN COMMENTS**

None

8. **DIRECTOR'S REPORT AND REQUESTS FOR ACTION**

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

MOTION by Vanselow, seconded by Shaw to accept the year-to-date revenue and expenditure report. Vote taken. All ayes. MOTION CARRIED.

b. **Review "Bridge the Gap" appeal for 2013**

The appeal brochure is at the printing company and should be mailed during the month.

9. **PRESENTATIONS BY SUPPORTING ORGANIZATIONS**

a. **Friends of the Library**

Standafer mentioned the bookmark campaign by grade school students.

- b. Hudson Area Library Foundation

None.

10. ELECTION OF OFFICERS FOR JUNE 2013 THROUGH JUNE 2014

- a. President

Peterson announced she would not be a nominee for Board President. No other Board member agreed to be a nominee. Vanselow will address this with the Mayor and Peterson will discuss this with the chair of the Town of St. Joseph.

MOTION by O'Connor, second by Vanselow, to appoint Peterson as moderator of the July 16, 2013 meeting and Peterson to prepare the agenda for the July meeting. Vote taken. Seven ayes. Shaw opposed. MOTION CARRIED.

No election to President.

- b. Vice President

No election to Vice President.

11. SET REGULAR MEETING LOCATION, DATE AND TIME

MOTION by Ostby, second by Shaw, to hold the monthly meeting of the Board on the 3rd Tuesday of the month at 6:30 PM in Room 219 as noted in the Bylaws. Vote taken. All ayes. MOTION CARRIED.

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

- a. 2013/ 2014 committees

No action taken.

- b. Distribution of resolution for adequate funding

Peterson reported that the resolution will be sent to municipal leaders.

- c. Community communications

Peterson will contact Daybreak Rotary and report that the library declines the invitation to speak about the library.

13. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Recommendation regarding approval of Library expenditures

MOTION by Vanselow, second by Homeier, to approve library expenditures. Vote taken. All ayes. MOTION CARRIED.

MOTION by O'Connor, second by Koch, to approve pre-payment of the Walmart and Target credit card billing prior to Library Board approval. Vote taken. All ayes. MOTION CARRIED. Donaldson will check with the credit card companies about changing the billing cycles.

- b. Recommendation to renew building lease

Discussion and no action taken.

14. STEERING COMMITTEE REPORT AND REQUESTS FOR ACTION

None

15. PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION

- a. Recommendation to approve revised Bylaws

MOTION by Peterson, seconded by O'Connor, to approve the Bylaws as written. Vote taken. Six ayes, Ostby and Shaw abstained. MOTION CARRIED

- b. Recommendation to approve Library Director's Goals for 2013

The three goals include creating a Public Relations Plan for the Library 2013-2015, updating the Technology Plan by December 2013, and updating Job Descriptions and Compensation Levels.

16. COMMUNICATIONS COMMITTEE REPORT AND REQUESTS FOR ACTION

None

17. CONSIDERATION OF HUDSON/ NORTH HUDSON COMMUNITY ACCESS BOARD'S PROPOSAL TO RECORD AND BROADCAST LIBRARY BOARD MEETINGS

MOTION by Shaw, second by Ostby, to not purchase recording equipment for Room 219. Vote taken. Seven ayes. Peterson abstained. MOTION CARRIED.

18. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

- a. Formation of a Library Foundation
- b. Committee charters for approval
- c. Initial consideration of 2014 budget
- d. Eliminating reimbursement to three nearby libraries
- e. Election of President and Vice President
- f. Rescinding referendum resolution

19. ADJOURN

MOTION by Vanselow, second by Koch, to adjourn the meeting. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 8:54 pm.

Minutes prepared by Alexandria Olson.