



# Hudson Area Joint Library Board of Trustees

## Approved Meeting Minutes

### 6:30 PM Tuesday November 19, 2013

700 First Street, Hudson WI

**1. CALL TO ORDER BY RICH O'CONNOR (PRESIDENT) AT 6.32 PM**

**2. ROLL CALL**

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

Board Members Absent: Dan Koch

Guest: Gloria Kramer

Staff: Linda Donaldson

**3. APPROVE MEETING AGENDA**

MOTION by Shaw, second by Ostby, to approve the meeting agenda in no particular order. Vote taken. All ayes. MOTION CARRIED.

**4. DATE FOR NEXT REGULAR MEETING (DECEMBER 17, 2013, 6:30 PM – THE 3RD TUESDAY OF EACH MONTH)**

**5. DISPOSITION OF MINUTES FROM OCTOBER 17, 2013 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS**

MOTION by Vanselow, second by Weese, to approve the meeting minutes as amended. Vote taken. Six ayes. Shaw abstained. MOTION CARRIED.

**6. CITIZEN COMMENT**

Kramer thanked O'Connor who attended the last Friends of the Library meeting and reported on the status of the library.

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

Donaldson reported the lobby lights have been replaced. The YA section of the library is being used often for reading and group studying. The year-to-date circulation is 251,393. Circulation of downloadable and eBooks is 10,789.

a. Consider year-to-date expenditure and revenue of fiction DVDs

Donaldson reported 271 DVDs were purchased from January-October 2013. Circulation of all DVDs for the year (fiction titles 3,173 and nonfiction titles 23) is 29,974.

Weese reported the Hudson is circulating X-Rated DVD titles and questioned the need for the library to provide fiction DVD titles to library patrons. Weese noted the money would be better utilized spending on books which are educational and improve literacy.

b. Review "Bridge the Gap" appeal for 2013

Contributions continue to be donated. \$22,776 has been donated.

**8. COMMUNICATIONS PROGRAMMING SPECIALIST REPORT**

None.

**9. PRESENTATIONS BY SUPPORTING ORGANIZATIONS**

a. Friends of the Library

Kramer reported the Friends has collected Family Fresh receipts totaling \$19,000.

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

a. Library Leadership Communication Forum

O'Connor reported that a meeting is planned on Thursday, November 21 @ 6:30 pm. in the History Room to discuss the vitality of the library. The forum will include current and past-presidents of the Hudson Area Joint Library Board, Hudson Area Library Foundation, and the Friends of the Hudson Library.

**11. FINANCE COMMITTEE REPORT AND REQUESTS FOR ACTION**

a. Review October revenue and expenditures

Vanselow reported the Finance Committee reviewed the October revenue and expenditures and did not find any extraordinary items. MOTION by Ostby, seconded by Vanselow, to approve October expenditures as presented. Vote taken. All ayes.

b. Review year-to-date revenue and expenditure report

Vanselow reported that Donaldson will report on two amounts that the Committee is questioning. The coding of payroll back-pay and NET REVENUE(EXPENSE) \$-206,430.

c. Consider employee health insurance-no insurance increase

Vanselow reported the employee health insurance premiums will stay at the 2013 rate.

d. Consider updates to 2014 approved budget

Since the adoption of the 2014 budget, the municipalities have voted to increase financial support to the library by 5%; The City of Hudson employees received a 2% pay increase and the Library Board needs to approve the wage increase, and the Indianhead Federated Library System contribution has increased by \$14,000.

**12. PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION**

None.

**13. CONSIDER FORMATION OF A NEW LIBRARY FOUNDATION FOR OPERATIONAL FUNDING**

None.

**14. NEW AD HOC COMMITTEE REPORT AND REQUESTS FOR ACTION**

a. Discussion with possible action on lease extension

The building lease renewal deadline is December 31. O'Connor will discuss the renewal with the City of Hudson.

The committee needs to meet with the school to gather information on forming a partnership between the school and the public library, as well as investigate other future options for the library

**15. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS**

X-rated DVDs

IPLS breakdown of costs

Library Director's evaluation process

Lease renewal

**16. ADJOURN**

MOTION by Ostby, seconded by Shaw, to adjourn. Meeting adjourned at 7:37 pm.