



# Hudson Area Joint Library Board of Trustees

## Approved Meeting Minutes

### 6:30 PM Tuesday August 19, 2014

700 First Street, Hudson WI

**1. MEETING CALLED TO ORDER BY O'CONNOR AT 6:30 PM**

**2. ROLL CALL**

*Board members present:* Barbara Peterson, Karen Homeier, Rich O'Connor, Curt Weese, Marion Shaw  
Rich O'Connor

*Absent:* Dave Ostby, Dan Koch

*Staff present:* Linda Donaldson, Library Director, Matthew Winkler, Associate Librarian

*Visitors and guests:* Grady Holmes, Gloria Kramer

**3. APPROVE MEETING AGENDA**

MOTION by Shaw, second by Vanselow, to approve the agenda and not necessarily in that order. Vote taken. All ayes. MOTION CARRIED.

**4. DATE FOR NEXT REGULAR MEETING**

September 16, 6:30 pm – the 3rd Tuesday of each month

**5. DISPOSITION OF MINUTES FROM JULY 15, 2014 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS**

MOTION by Homeier, second by Peterson, to approve the minutes. Vote taken. All ayes. MOTION CARRIED.

**6. CITIZEN COMMENTS**

None.

**7. Director's report**

a. Discussion and possible action on library operations

Donaldson presented January-July 2014 statistics.

b. Discussion and possible action IT report and purchasing replacement CPU

Winkler reported that the young adult computer needs replacement at the cost of \$682.00. This price includes the computer, mouse, and software. Funding for this purchase is from line item 396-Technology. This line item after purchase would be over-budget by \$334.

MOTION by Shaw to transfer \$500 from line item 312-Office Supplies to line item 396-Technology to cover the purchase of the Young Adult replacement computer and software. MOTION failed for lack of a second.

MOTION by Peterson, second by Vanselow, to approve the purchase of the YA computer/software knowing the purchase will cause the 396-line item to go over-budget understanding that the amount would be made up with excess from another line item. Vote taken. Five ayes. Shaw nay. MOTION CARRIED.

c. Discussion and possible action library name and branding of library

Homeier presented information on "what actually comes to mind when you hear the word 'library' and the perception of a library?" Discussion and by consensus this agenda item referred to the Library Leadership Communication Forum.

**8. PRESENTATIONS BY SUPPORTING ORGANIZATIONS**

a. Friends of the Library

Kramer reported that the Family Fresh receipts total \$147,990. Book sale is planned sometime in October.

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

a. Discussion and possible action Library Leadership Communication Forum

A strategic planning retreat is scheduled for October 25, 9-4 PM, Hudson Hospital Conference Room. Board member are ask to put the date on their calendars and supply names of people they suggest be

invited and forward the names to Donaldson by September 8 for the next forum meeting on September 9.

b. Discussion and possible action on annual fund raising campaign

Library Strategies has indicated that they would help with the annual fund raising campaign with the proceeds from the annual campaign covering Library Strategies and project cost.

**10. FINANCE COMMITTEE REPORT**

a. Discussion and possible action on regularly recurring expenditures that are within the Board approved 2014 budget

MOTION by Vanselow, second by Homeier, to approve the regularly recurring expenditures of \$68,945.02. Vote taken. All ayes. MOTION CARRIED.

b. Discussion and possible action on invoices that are not recurring or are not within the 2014 Budget vs. Actual to Date

None.

c. Discussion and possible action 2014 year-to-date revenue and expenditure report

Vanselow provided an overview of the year-to-date budget status. No discussion and no action taken.

d. Discussion and possible action on 2013 and 2014 budget comparison

No discussion and no action taken.

e. Discussion and possible action 2015 Operational Budget

MOTION by Peterson, second by Vanselow, to approve 2015 operational budget as modified by the Finance Committee. Five ayes. Shaw nay. MOTION CARRIED.

**11. OTHER BUSINESS**

None.

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

None.

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

None.

**14. ADJOURN**

MOTION by Vanselow, second by Shaw, to adjourn. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 7:20 PM.

*Minutes prepared by Barbara Peterson.*