



Hudson Area Joint Library Board of Trustees

Approved Minutes

Tuesday, December 16, 2014, 6:30 PM
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 Vanselow, Dave Ostby, Rich O'Connor, Curt Weese.

Absent: Marion Shaw, Dan Koch

Staff present: Linda Donaldson

Visitors and guests: Curtis Whitwam, Gloria Kramer

3. APPROVE MEETING AGENDA

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

4. DATE FOR NEXT REGULAR MEETING

January 20, 2015 6:30 pm – the 3rd Tuesday of each month

5. DISPOSITION OF MINUTES FROM NOVEMBER 18, 2014 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS

MOTION by Vanselow, second by Homeier, to approve the minutes. Five ayes. Weese abstained. MOTION CARRIED.

6. CITIZEN COMMENTS

Kramer reported on Family Fresh receipts.

7. DIRECTOR'S REPORT

a. Discussion and possible action on library operations

Donaldson reviewed her monthly report.

b. Discussion and possible action on Library Director's annual review

Peterson requested feedback on the Library Director's performance from Board Members.

c. Discussion and possible action on annual fundraising campaign update

Donaldson reported the fundraising campaign materials were mailed on Friday.

8. PRESENTATIONS BY SUPPORTING ORGANIZATIONS

a. Friends of the Library

No report.

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

a. Discussion and possible action Library Leadership Communication Forum

O'Connor noted the recent article in the paper concerning reimbursement to other libraries by the Hudson area Joint Library. In 2013, the municipalities amended the 2008 Amended and Restated Joint Library Agreement and removed Item 7-REIMBURSEMENT OF OTHER LIBRARIES effective January 1, 2014. O'Connor stated the municipalities have the ability to reverse this amendment and not the library board. O'Connor mentioned the 2015 funding reduction by the Village of North Hudson and the unchanged funding level for 2015 from the Town of St. Joseph. The Town of Hudson and City of Hudson have increased the 2015 library funding by 2%. O'Connor expressed "thank you" to the City and Town of Hudson.

10. FINANCE COMMITTEE REPORT

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

1. Discussion and possible action on Library Strategies Consulting Group invoices
MOTION by Vanselow, second by Ostby, to approve payments of \$2,000 and \$4,000 to Library Strategies Consulting Group recording in *Line Item 217-Other Consulting* in the Revenue and Expenditure Report.. Vote taken. All ayes. MOTION CARRIED.
In discussion, members noted that *Line Item 217-Other Consulting* has \$2,000 added in the budget. The motion on October 21 was for authorizing preparation of the fundraising materials and not a \$2,000 addition to the budget. Donaldson will discuss this with Neil Soltis, City Finance Officer, and remove the \$2,000 from the budget.
2. Discussion and possible action on Indianhead Federated Library System invoice
MOTION by Vanselow, second by Homeier, to approve payment of the \$13,753.18 to Indianhead Federated Library System for cataloging services and recording this amount in *Line Item-216 IFLS-operating/maintenance*. Vote taken. All ayes. MOTION CARRIED.
3. Discussion and possible action on Minuteman Fundraising Campaign invoice
MOTION by Vanselow, second by Peterson, to approve payment to Minuteman Press of \$3,904.40 for publication of fundraising materials and recording this amount in *Line Item-312 Office Supplies*.
- b. Discussion and possible action on regularly recurring expenditures that are within the Board approved 2014 budget
 1. Discussion and possible action 2014 year-to-date revenue and expenditure report
MOTION by Vanselow, second by Homeier, to approve the regularly recurring expenditures of \$85,644.44. Vote taken. All ayes. MOTION CARRIED.
 2. Discussion and possible action on 2013 and 2014 budget comparison
- c. Discussion and possible action on recurring expenditures that are within the Board approved 2015 budget.
 1. Discussion and possible action on EMC Insurance Companies invoice
MOTION by Vanselow, second by Homeier, to approve 2015 payment to EMC Insurance Companies invoice with the understanding that payment will be paid after December 31 and recorded as an expense in the 2015 budget. Vote taken. All ayes. MOTION CARRIED.

11. OTHER BUSINESS

- a. Discussion and possible action on 5-year anniversary celebration in building
Discussion with no action taken.
Discussion and possible action on "Gifts, Donations, Bequest Acceptance Policy"
No report.
- b. Discussion and possible action on resignation of Library Assistant – Young Adult position
The board directed Donaldson to fill the position.

12. PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION

No report.

13. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

- a. Discussion and possible action on 5-year anniversary
- b. Discussion and possible action on consent agenda items
- c. Discussion and possible action on Gifts, Donations, Bequests Acceptance Policy
- d. Closed session for performance evaluation

14. ADJOURN

MOTION by Ostby, second by Weese, to adjourn. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 7:15 pm.

Minutes prepared by Barbara Peterson.