



Hudson Area Joint Library Board of Trustees

Approved Meeting Minutes Tuesday February 18, 2014

700 First Street, Hudson WI

1. CALLED TO ORDER BY RICH O'CONNOR (PRESIDENT) AT 6:30 PM

2. ROLL CALL

Board members present: Dave Ostby, Marion Shaw, Rich Vanselow, Barb Peterson, Curt Weese, Karen Homeier, Rich O'Connor

Absent: Dan Koch

Library Staff: Linda Donaldson, Library Director

Visitors & Guests: Gloria Kramer, Joyce Law, Donna Davis

3. APPROVE MEETING AGENDA

MOTION by Ostby, second by Shaw, to approve meeting agenda and not necessary in that order. Vote taken. All ayes. MOTION CARRIED.

4. DATE FOR NEXT REGULAR MEETING

March 18, 6:30 PM (the 3rd Tuesday of each month)

5. DISPOSITION OF MINUTES FROM JANUARY 21, 2014 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS

MOTION by Peterson, second by Ostby, to approve disposition of the minutes. Vote taken. All ayes. MOTION CARRIED.

6. CITIZEN COMMENTS

Comments by Kramer.

7. DIRECTOR'S REPORT

a. Discussion and review of Library Director's report

Donaldson reported a 74.12% increase in digital circulation when comparing January 2013 and January 2014.

Visitor count in January was 411 and the library was open 22 days.

January circulation was 24,605 with 77.66% of the items owned by the Hudson library.

Print circulation was 73% -- DVD circulation was 27%.

The total number of cardholder is 15,180.

Hudson Library is scheduled to receive an Internet connection upgrade due to a \$4.2 million federal E-rate investment in fiber broadband connectivity.

b. Status of Programming/Communication Special Position

MOTION by Vanselow, second by Shaw, to place on hold filling the Programming/Communication Specialist position until we have funds available to pay for this position. Vote taken. Six ayes. Peterson opposed. MOTION CARRIED.

c. Discussion and possible action 2013 Annual Report

MOTION by Peterson, second by Weese, to approve the 2013 Annual Report. Vote take. All ayes. MOTION CARRIED.

d. Discussion and possible action Library Director's Performance Review

Koch and Peterson will meet to examine the Library Director's Performance reviews.

8. PRESENTATIONS BY SUPPORTING ORGANIZATIONS

a. Friends of the Library

Joyce Law, President of the Friends Group, reported that 2013 volunteer hours is equal to 3 FTEs and stated this shows the community's commitment to the library.

9. PRESIDENT'S COMMENTS REPORT

O'Connor announced that a bill relaxing the restrictions on gift annuity initiated by the Hudson Hospital Foundation has been passed by the Wisconsin Senate and the House and is now awaiting the governor's signature. This means the library can reach out to estate planning attorneys and financial advisors as well as donors and prospective donors when fund raising for the library. O'Connor recommended board members send a thank you to Representative Knudson and Senator Harsdorf.

- a. Discussion and possible action Library Leadership Communication Forum
Next meeting scheduled for Thursday, February 20th.
- b. Discussion and possible action memorandum of understanding regarding occupancy agreement with City of Hudson
MOTION by Ostby, second by Vanselow, to approve the memorandum of understanding regarding library's occupancy arrangement with City of Hudson. Vote taken. All ayes. MOTION CARRIED. This clarifies that the library is paying occupancy cost and is not committed to a lease agreement.

10. FINANCE COMMITTEE REPORT

- a. Review of new format of financial reports by Vanselow
Reviewed by Vanselow.
- b. Discussion and possible action on regularly recurring expenditures that are within the Board approved 2014 budget
MOTION by Vanselow, second by Peterson, to approve the regular recurring expenditures that are within the Board approved 2014 budget. Vote taken. All ayes. MOTION CARRIED.
- c. Discussion and possible action on invoices that are not recurring or are not within the 2014 Budget vs. Actual to Date
No discussion and no action taken.
- d. Discussion and possible action 2014 year-to-date revenue and expenditure report
MOTION by Vanselow, second by Ostby, to adopt the 2014 year-to-date revenue and expenditure report. Vote taken. All ayes. MOTION CARRIED.
- e. Discussion and possible action 2014 financial reports
 - i. Fund balance
Discussion and no action taken.

11. OTHER BUSINESS

- a. Discussion and possible action approval of building lease and conflict of interest
No discussion and no action taken.
- b. Discussion and possible action on elevator inspection report
Donaldson reported minor violations and the elevator inspector was at the library for re-inspection.
- c. Discussion and possible action on 2015 non-recurring budget additions, e.g. carpet cleaning
The library and police janitors will be getting quotes for carpet cleaning.
Quotation to repair lobby blinds was placed on hold.

12. Personnel Committee report

None.

13. Board comments and items for future agenda

- a. Board contact information on library website
- b. Closed session

14. Adjourn

MOTION by Ostby, second by Shaw, to adjourn. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 7:38 PM.

Meeting prepared by Barbara Peterson.