



# Hudson Area Joint Library Board of Trustees

## Approved Meeting Minutes

### 6:30 PM Tuesday January 21, 2014

700 First Street, Hudson WI

- 1. CALL TO ORDER BY RICH O'CONNOR (PRESIDENT) AT 6:30 PM**
- 2. ROLL CALL**

*Board members present: David Ostby, Marion Shaw, Rich Vanselow, Barb Peterson, Curt Weese, Karen Homeier, Rich O'Connor and Dan Koch*

*Library Staff: Linda Donaldson, Library Director*

*Visitors & Guests: John Thompson, Gus Falkenberg, Gloria Kramer, Steve Anderson, James Dahlin*

- 3. APPROVE MEETING AGENDA**

AMENDED MOTION by Shaw, second by Ostby to approve meeting agenda and not necessary in that order and with the removal of agenda item 13. Vote taken. All ayes. MOTION CARRIED.

- 4. DATE FOR NEXT REGULAR MEETING**

Tuesday, February 18, 6:30 PM (the 3<sup>RD</sup> Tuesday of each month)

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

MOTION by Peterson, second by Ostby to approve disposition of the minutes with corrections. Vote taken. Seven ayes. Weese nay. MOTION CARRIED.

- 6. CITIZEN COMMENTS**

Comments by Kramer and Dahlin.

- 7. JOHN THOMPSON, DIRECTOR OF INDIANHEAD FEDERATED LIBRARY SYSTEM, REPORT**

- a. Discussion and possible action MORE Shared Automation System fees  
Discussion and no action taken.

- 8. DIRECTOR'S REPORT**

- a. Discussion and possible action statistical report  
Donaldson reported 300,017 items were circulation in 2013. eBook circulation for 2013 was 16,671 and eBook circulation in 2012 was 7,139.
- b. Discussion and possible action Programming and Communications Specialist vacancy  
Discussion and no action taken.
- c. Discussion and possible action "Bridge the Gap" 2013 appeal  
After expenses the Bridge the Gap donations for 2013 were \$19,302 and the number of donors was 274. In 2012, the net donations for the Bridge the Gap were \$23,720 and the number of donors was 333.
- d. Discussion and possible action Library Director's Performance Review  
Donaldson will complete a self-assessment. Peterson requested that board members provide input based on the Director's job description using an evaluation form that was handed out to members. Evaluation forms are due before the February board meeting.

- 9. PRESENTATIONS BY SUPPORTING ORGANIZATIONS**

- a. Friends of the Library  
Report given by Kramer.

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

- a. Discussion and possible action Lease and Option to Purchase Agreement  
No discussion and no action taken.
- b. Discussion and possible action Library Leadership Communication Forum  
O'Connor announced the next meeting date of Wednesday, January 22, 2014

**11. FINANCE COMMITTEE REPORT**

- a. Discussion and possible action current revenue and expenditures  
Motion by Ostby, second by Shaw, to approved of the December claims for payment of \$60,594.06. Vote taken. All ayes. MOTION CARRIED.
- b. Discussion and possible action 2013 year-to-date revenue and expenditure report  
Revenue for 2013 was \$803,925 which was \$5,035 over what was budgeted and expenses were \$818,661 which was \$47,476 under what was projected. Report reviewed and no action taken.
- c. Discussion and possible action 2013 financial reports  
The end-of-year fund balance minus designated donations is \$227,705.61.
- d. Discussion and possible action 2014 year-to-date revenue and expenditure report  
No discussion and no action taken.
- e. Discussion and possible action 2014 financial reports  
No discussion and no action taken.

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

None.

**13. NEW AD HOC COMMITTEE REPORT**

- a. Discussion with possible action  
Removed from agenda.

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

- a. Building lease and conflict of interest
- b. Discussion on 2015 non-recurring budget additions, e.g. carpet cleaning

**15. ADJOURN**

MOTION by Ostby, second by Vanselow, to adjourn. Vote taken. All ayes. MOTION CARRIED.  
Meeting adjourned at 8:35 pm.

*Library Board meeting minutes prepared by Barbara Peterson*