



# Hudson Area Joint Library Board of Trustees

## Approved Meeting Minutes with correction

### Tuesday May 20, 2014

700 First Street, Hudson WI

#### 1. CALL TO ORDER BY O'CONNOR AT 6:35 PM

#### 2. ROLL CALL

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

*Absent: Dan Koch*

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

*Visitors & Guests: Gloria Kramer, Grady Holmes*

#### 3. APPROVE MEETING AGENDA

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

#### 4. DATE FOR NEXT REGULAR MEETING

June 17, 6:30 pm – the 3rd Tuesday of each month

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

MOTION by Peterson, second by Weese, to approve the minutes with correction. Vote taken. All ayes. MOTION CARRIED.

#### 6. CITIZEN COMMENTS

Kramer ask about compensation for part-time employees when the library was closed due to water damage.

#### 7. DIRECTOR'S REPORT

##### a. Discussion and possible action on Library Director's report

Donaldson will report on the part-time staff hours that were lost when the library was closed following the water damage event.

Peterson noted a need for access to after-hour emergency numbers.

##### 1. Discussion and possible action WIN project

Discussion on the possible budget increase if the WIN project was to proceed forward. No action taken.

##### Discussion and possible action Hands-on Help

Donaldson can move forward on adult programming with the understanding that the amount of expenses do not exceed the allocated amount for line item 294-Adult Programming. No action taken.

##### 2. Discussion and possible action Technology Plan

Winkler presented the Technology Plan. The revised Technology Plan will be presented to the board at the June meeting.

##### 3. Discussion and possible action forming nominating committee

Discussion and no action taken.

#### 8. PRESENTATIONS BY SUPPORTING ORGANIZATIONS

##### a. Friends of the Library

Kramer reported on Family Fresh receipts of \$108,514.98.

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

##### a. Discussion and possible action Library Leadership Communication Forum

O'Connor reported on the discussion and the direction that the Leadership group is moving in fundraising for the library.

Winkler will prepare a report on the technology future of the Hudson library.

b. Discussion and possible action Text Message Marketing

A representative will attend a board meeting and explain communicating to patrons using text messaging and smart phones.

**10. FINANCE COMMITTEE REPORT**

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

MOTION by Ostby, second by Shaw, to approve the regular recurring expenditures that are within the Board approved 2014 budget. 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**

No discussion and no action taken.

c. **DISCUSSION AND POSSIBLE ACTION 2014 YEAR-TO-DATE REVENUE AND EXPENDITURE REPORT**

2014 Year-to-Date report adopted.

d. **DISCUSSION AND POSSIBLE ACTION ON 2013 AND 2014 BUDGET COMPARISON**

No discussion and no action taken.

**11. OTHER BUSINESS**

a. Discussion and possible action on Board contact information on library website

MOTION by Weese, second by Vanselow, to set up a generic email address for trustees of the Hudson library. Vote taken. All ayes. MOTION PASSED

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

None.

**13. CLOSED SESSION UNDER WI STATURE 19.85(1)(B) TO CONSIDER LIBRARY DIRECTOR EVALUATION OF LIBRARY DIRECTOR**

Correction: "It was deemed by the board that closed session was not necessary."

**14. RECONVENE INTO OPEN SESSION UNDER WI STATURE 19.85(1)(B)FOR POSSIBLE ACTION ON 2014 LIBRARY DIRECTOR EVALUATION OF LIBRARY DIRECTOR**

MOTION by Shaw, second by Weese, to approve the 2014 Library Director evaluation as discussed in closed session at the April meeting. Vote taken. Six ayes. Ostby abstain. MOTION PASSED.

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

- a. Annual meeting and election of officers
- b. Annual fundraising campaign
- c. Access to emergency numbers
- d. Part-time employee compensation
- e. Generic email for trustees
- f. Presentation on text messaging

**16. ADJOURN**

MOTION by Ostby, second by Shaw, to adjourn. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 8:11 pm.