



Hudson Area Joint Library Board of Trustees

Approved Meeting Minutes (not televised)

Tuesday, January 20, 2015, 6:30 PM

700 First Street, Hudson WI

1. MEETING CALLED TO ORDER BY O'CONNOR AT 6:31 PM

2. ROLL CALL

Board members present: Barbara Peterson, Don Koch, Marion Shaw, Rich O'Connor, Dave Ostby, Karen Homeier, Rich Vanselow.

Absent: Curt Weese

Staff present: Linda Donaldson, Library Director

Visitors and guests: Gloria Kramer, Joyce Hall

3. APPROVE MEETING AGENDA

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

4. DATE FOR NEXT REGULAR MEETING

February 17, 2015 6:30 pm – the 3rd Tuesday of each month

5. DISPOSITION OF MINUTES FROM DECEMBER 16, 2014 BOARD MEETING AND OF ANY INTERVENING SPECIAL MEETINGS

MOTION by Vanselow, second by Peterson, to approve the minutes. Six ayes. Shaw 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 monthly report and noted the elimination of the electronic locking system on the South entrance doors and changing to a key locking system. The electronic system was problematic and unpredictable.

b. Discussion and possible action on annual fundraising campaign update

Donaldson reported on the 2014 fundraising campaign balance of \$7,725.99. Board members noted the amount received using the library's PayPal account (\$1,875).

8. PRESENTATIONS BY SUPPORTING ORGANIZATIONS

a. Friends of the Library

None.

9. President's comments, report, and requests for action

a. Discussion and possible action Library Leadership Communication Forum

The Leadership Communication Forum committee consisting of members from the Friends of the Hudson Library, Library Foundation, & Library Board representatives is discussing combining the Friends and the Foundation into one organization allowing for more collaboration promoting the library in the community and fundraising for current expenses. The Leadership Committee continues to consider information gathered at the retreat and the survey when discussing the future of the Hudson Library.

b. Discussion and possible action on consent agenda items

MOTION by Ostby, second by Shaw, to add the following items and not necessary in that order as consent items to the agenda, approval of meeting agenda, date of next meeting, disposition of minutes, and finance committee reports.

MOTION as Amendment by Vanselow, second by Ostby to include the library director's report as a consent agenda item. Board members by unanimous consent accepted the amendment.

Amended MOTION by Ostby, second by Shaw, to add the following items not necessarily in that order as consent items to the agenda, approval of meeting agenda, date of next meeting, disposition of minutes, finance committee report, and the Library Director's monthly report. Vote taken. All ayes. MOTION CARRIED.

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
None.
- 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 Ostby, to approve the regularly recurring expenditures of \$46,504.56. Vote taken. All ayes. MOTION CARRIED.
 2. Discussion and possible action on 2013 and 2014 budget comparison
Discussion and no action taken.
- c. Discussion and possible action on regularly recurring expenditures that are within the Board approved 2015 budget.
 1. Discussion and possible action on annual fundraising campaign postage
Discussion and by consensus the Board members agreed that the funding for postage (\$379.92) was available and did not need a motion.
 2. HRA (2015)
Expenditure included within the regularly recurring expenditures of \$46,504.56.

11. PERSONNEL COMMITTEE REPORT AND REQUESTS FOR ACTION

None.

12. OTHER BUSINESS

- a. Discussion and possible action on 5-year anniversary celebration in building
Discussion and no action taken.
- b. Discussion and possible action on "Gifts, Donations, Bequest Acceptance Policy"
Draft policy reviewed with no action taken. Policy to be reviewed at the February meeting.
- c. Discussion and possible action regarding library board email account
MOTION by Ostby, second by Shaw to close the board.trustee@hudsonpubliclibrary.org email account. Vote taken. All ayes. MOTION CARRIED.

13. CLOSED SESSION UNDER WI STATUTE 19.85(1)(B) TO CONSIDER 2014 LIBRARY DIRECTOR EVALUATION OF LIBRARY DIRECTOR AND TO CONSIDER CHANGE IN COMPENSATION OF LIBRARY DIRECTOR

MOTION by Vanselow, second by Homeier, to go into closed session under WI statute 19.85(1)(B) to consider 2014 Library Director evaluation and to consider change in compensation of Library Director.

Roll call vote. All ayes. MOTION CARRIED.

14. RECONVENE INTO OPEN SESSION UNDER WI STATUTE 19.85(1)(B) FOR POSSIBLE ACTION ON 2014 LIBRARY DIRECTOR EVALUATION AND CHANGE IN COMPENSATION OF LIBRARY DIRECTOR

MOTION by Koch, second by Ostby, to reconvene into open session under WI statute 19.85(1)(B) for possible action on 2014 Library Director evaluation and change in compensation of Library Director. Roll call vote. MOTION CARRIED.

MOTION by Peterson, second by Koch, to approve the 2014 Library Director evaluation. Vote taken. MOTION CARRIED.

MOTION by Ostby, second by Vanselow, to increase the Library Director compensation by 2.5% effective January 1, 2015. Vote taken. All ayes. MOTION CARRIED.

15. BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

- a. Discussion and possible action on 5-year anniversary celebration in building
- b. Discussion and possible action on "Gifts, Donations, and Bequests Acceptance Policy"

16. ADJOURN

MOTION by Ostby, second by Shaw, to adjourn. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 8:34 pm.

Minutes prepared by Barbara Peterson.