



Hudson Area Joint Library Board of Trustees
APPROVED Meeting Minutes
Tuesday, January 19, 2016, 6:30 PM
700 First Street, Hudson WI

MEETING CALLED TO ORDER BY O'CONNOR AT 6:35 PM

ROLL CALL

Library Board Present:

Katie Copenbarger, Joyce Hall, Karen Homeier, Barbara Peterson, Rich O'Connor, Marion Shaw,

Library Board Absent:

Dave Ostby, Curt Weese

Staff Present:

Tina Norris, Library Director

Others Present:

Joyce Law, Susie Gilbert

APPROVAL OF CONSENT AGENDA ITEMS

SHAW motioned to approve the consent agenda. **HALL** motioned to amend December 15, 2015 minutes to reflect February 29, 2016 opening hours of library as 10:00 a.m. -8:00 p.m., second by **COPPENBARGER**. Unanimously **APPROVED**. **SHAW** amended his motion to approve consent agenda with corrected minutes. **COPPENBARGER** second. **APPROVED** unanimously.

- a. *Approve meeting Agenda*
- b. *Date for next regular meeting (February 16, 2016, 2016 6:30 pm – the 3rd Tuesday of each month)*
- c. *Disposition of Minutes from December 15, 2015 Board meeting and of any intervening special meetings*
- d. *Finance Committee report*
- e. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2015 Budget vs. Actual to Date*
- f. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
- g. *Discussion and possible action on 2014 and 2015 budget comparison*

CITIZEN COMMENTS

No comments.

PRESENTATIONS BY SUPPORTING ORGANIZATIONS

Friends of the Library

Joyce Law presented for the Friends. Family Fresh report: \$62,200 of receipts collected. Friends providing \$500 for lawn game collection for summer reading program and approved two items on Director's wish list—DVD and CD browsing cases and start-up items for maker space.

Foundation

Suzie Gilbert donations \$30,070.

4 new members joined the Foundation Board; next meeting February 2, 2016.

PRESIDENT'S COMMENTS, REPORT, AND REQUESTS FOR ACTION

O'Connor noted that he has been hearing good things about the library and that this is an exciting time.

County Board Update

O'Connor re-iterated that the Co. Board put off the determination about Hudson's funding level.

Peterson reported on attending the St. Joseph meeting giving info to keep them apprised of resident usage.

She had received positive feedback and will continue to attend, and will encourage other St. Joseph residents to attend, as well.

DIRECTOR'S REPORT

Tina Norris, Director reviewed her report and monthly statistics with the board. **NO ACTION REQUIRED.**

Strategic Plan Update:

Norris presented a review of the strategic plan accomplishments in 2015 and the goals for Q1 2016.

Logo Presentation:

Norris presented Logo mock-up. Suggestions for changes made. Logo will be re-worked and brought back.

OTHER BUSINESS

- a. Discussion and possible action on 2016 operational budget **NO ACTION TAKEN**
- b. Discussion and possible actions on 2016 personnel budget.
 - i. **PETERSON** motioned to re-affirm 2% salary increase for staff; **HALL** seconded. All ayes. **APPROVED.**
 - ii. **HALL** requested getting final revenue numbers from each municipalities to be presented at next meeting; **NO ACTION**
 - iii. Discussion on increasing personnel line to reflect additional funding from City of Hudson. **SHAW** asked about county funding decision, **O'CONNOR** stated no decision has been made; **HALL** motioned to approve 3% increase to part-time personnel line, FICA, retirement, and to increase insurance line to reflect increased staffing and salaries. **PETERSON** second. **AYES: HALL, PETERSON, HOMEIR, COPPENBARGER, O'CONNOR; ABSTAIN: SHAW. APPROVED.**
 - iv. **HALL** suggested the library participate in the City's compensation and class study. **SHAW** voiced his objection to participating in City's compensation and class study.
 - v. **SHAW** inquired about Foundation revenues being reflected in the Library budget.
 - vi. Discussion and possible action on professional development. Discussion regarding whether Director has approval to approve staff development. Since this is a line item with designated funding staff development funds can be spent at the discretion of the Director within the approved budget. **NO ACTION REQUIRED.**
- c. Discussion and possible action on revised logo **NO ACTION TAKEN**
- d. Discussion and possible action on Library Brand Strategy and Standards proposal **NO ACTION**
- e. Discussion on amending the agreement to reflect the actual cost of occupancy of the library building. **NO ACTION**

BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS

HALL invited all to attend the WestCap discussion on Adult Literacy to be held at the library on February 29, 2016 6:30 to 7:30.

ADJOURN

MOTION to adjourn made by Shaw, seconded by Peterson. Unanimously **APPROVED. MOTION CARRIED.** Meeting adjourned at 7:50 PM.

Respectfully Submitted,
Tina L. Norris, Director