



**Hudson Area Joint Library Board of Trustees**  
**Approved Meeting Minutes**  
**Tuesday, April 21, 2015, 6:30 PM**  
**700 First Street, Hudson WI**

1. **MEETING CALL TO ORDER BY O'CONNOR AT 6:30 PM**
2. **ROLL CALL**

*Board Members present: Barbara Peterson, Marion Shaw, Karen Homeier, Katie Coppenbarger, Rich O'Connor*

*Absent: Curt Weese, Dave Ostby, Rich Vanselow*

*Staff present: Linda Donaldson, Matthew Winkler*

*Visitors: Gloria Kramer, Nancy Langness, Joyce Law, Dan Koch*

3. **WELCOME RIVER CREST ELEMENTARY PRINCIPAL KATIE COPPENBARGER**

Koch introduced Katie Coppenbarger, the new school representative on the library board.

4. **APPROVAL OF CONSENT AGENDA ITEMS**

MOTION by Shaw, second by Peterson, to approve the consent agenda items with the removal the Library Director monthly report. Vote taken. All ayes. MOTION CARRIED

- a. Approve meeting Agenda
- b. Date for next regular meeting (May 19, 2015 6:30 pm – the 3rd Tuesday of each month)
- c. Disposition of Minutes from March 17, 2014 Board meeting and of any intervening special meetings
- d. Director's report

1. Discussion and action on Library Director's monthly report

*Wi-Fi sessions vs. connections was clarified. Wi-Fi usage by phones, tablets, personal computers should be referred to as "connection."*

MOTION by Peterson, second by Shaw, to approve the monthly Library Director's monthly report. Vote taken. All ayes. MOTION CARRIED.

2. Discussion and possible action on annual fundraising campaign update

5. **FINANCE COMMITTEE REPORT**

1. Discussion and possible action on invoices that are not regularly recurring or are not within the 2015 Budget vs. Actual to Date

None.

2. Discussion and possible action on regularly recurring expenditures that are within the Board approved 2015 budget

MOTION by Homeier, second by Shaw, to approve the \$76,089.59 monthly expenses. Vote taken. All ayes. MOTION CARRIED.

3. Discussion and possible action on 2014 and 2015 budget comparison

Homeier reported that the budget comparison is in-line and year-to-date expenses/revenues reports show a deficit of \$43,000.00 which is the first installment of operational funds from Town of St. Joseph to the library. Peterson will speak with the Town of St. Joseph, which she represents.

6. **CITIZEN COMMENTS**

Kramer reported on Family Fresh receipts.

7. **PRESENTATIONS BY SUPPORTING ORGANIZATIONS**

- a. Friends of the Library

Law reported on the book sale and mentioned by appraisal program on May 1<sup>st</sup>. In addition, Law mentioned the need to replace the microfilm reader in the History Room and the likely purchase price of a digital scanner.

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

- a. Discussion and possible action on Library Leadership Communication Forum

The next meeting is scheduled on May 7, 6:00 PM

- b. Discussion possible action on Library Strategic Planning Report  
MOTION by Peterson, second by Homeier, to approve the 2015-2018 Hudson Area Joint Library Strategic Plan. Vote taken. All ayes. MOTION CARRIED.

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

- a. Discussion and possible action on Library Director recruitment
  - 1. Discussion and possible action on updated Library Director job description  
MOTION by Coppenbarger, second by Peterson, to approve the Library Director job description with correction. Vote taken. All ayes. MOTION CARRIED.
  - 2. Discussion and possible action on Library Director job vacancy announcement  
MOTION by Peterson, second by Homeier, to approve the job vacancy announcement. Vote taken. All ayes. MOTION CARRIED.
  - 3. Discussion and possible action on location of the vacancy notice to public  
MOTION by Coppenbarger, second by Homeier to post the vacancy notice as recommended by the Policy and Personal Committee. Vote taken. All ayes. MOTION CARRIED.  
The Library Director job vacancy announcement will be posted online (IFLS, ALA, League of Wisconsin Municipalities, the HAJL library, City of Hudson, and library program educational institutions sites.)
  - 4. Discussion and possible action on supplemental questions that are part of the application process  
MOTION by Peterson, second by Homeier, to approve the supplemental questions that are part of the application process. Vote taken. All ayes. MOTION CARRIED.
  - 5. Discussion and possible action on membership of the initial screening committee and interview committee  
MOTION by Coppenbarger, second by Peterson, to approve membership of the initial screening committee to include Peterson, Homeier, Shaw, Weese. Vote taken. All ayes. MOTION CARRIED.

**10. CLOSED SESSION UNDER WI STATUTE 19.85((1)(C) TO CONSIDER EMPLOYMENT, PROMOTION, AND COMPENSATION OF AN INTERIM DIRECTOR.**

MOTION by Peterson, second by Coppenbarger, to convene into closed session under WI Statute 19.85(1)(C) to consider employment, promotion, and compensation of an interim director. Roll call vote. All ayes. MOTION CARRIED.

**11. RECONVENE INTO OPEN SESSION UNDER WI STATUTE 19.85(1)(C) FOR POSSIBLE ACTION ON AN INTERIM DIRECTOR POSITION**

MOTION by Coppenbarger, second by Peterson, to reconvene in open session under WI Statute 19.85(1)(C) to consider employment promotion, and compensation of an interim director. Roll call vote. All ayes. MOTION CARRIED.

MOTION by Shaw, second by Homeier, to accept Winkler's offer to perform Interim Library Director duties starting on May 19<sup>th</sup> until a Library Director has been hired. Vote taken. All ayes. MOTION CARRIED.

**12. OTHER BUSINESS**

- a. Discussion and possible action on video projector replacement in Room 219  
No discussion and no action taken.
- b. Discussion and possible action on 5-year anniversary celebration in building  
Board members, Law, president of the Friends, and Langness, Foundation member, discussed the July 4<sup>th</sup> parade and July 7<sup>th</sup> five year anniversary celebration with no formal action taken.
- c. Discussion and possible action on Library Director's exit interview  
By unanimous consent, the Policy and Personnel Committee will perform the exit interview.
- d. Discussion and possible action on Library Director's farewell party  
A farewell party is scheduled for Saturday, May 16 from 12-3 pm with a program at 1 pm.

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

- a. Discussion and possible action on video projector replacement in Room 219
- b. Discussion and possible action on 5-year anniversary celebration in building

**14. ADJOURN**

MOTION by Shaw, second by Peterson, to adjourned. Vote taken. All ayes. MOTION CARRIED. Meeting adjourned at 9:11 PM.

*Minutes prepared by Barbara Peterson.*