



**Hudson Area Joint Library Board of Trustees**  
**APPROVED Meeting Minutes**  
**Tuesday, December 15, 2015, 6:30 PM**  
**700 First Street, Hudson WI**

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**MEETING CALL TO ORDER BY O'CONNOR AT 6:30 PM**

**ROLL CALL**

**Library Board Present:**

Katie Copenbarger, Joyce Hall, Barbara Peterson, Rich O'Connor, Curt Weese

**Library Board Absent:**

Karen Homeier, Dave Ostby, and Marion Shaw

**Staff Present:**

Tina Norris, Library Director

**Others Present:**

Susie Gilbert, Joyce Law, and Gloria Kramer

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**APPROVAL OF CONSENT AGENDA ITEMS**

Barb Peterson made a motion to approve the consent agenda with the exception of item "D", which is to be removed from the consent agenda and discussed separately after consent agenda approval; motion seconded by Katie Copenbarger. APPROVED by unanimous vote.

- a. Approve meeting Agenda
- b. Date for next regular meeting (December 15, 2015 6:30 pm – the 3rd Tuesday of each month)
- c. Disposition of Minutes from October 20, 2015 Board meeting and of any intervening special meetings
- d. **Finance Committee Report (No Finance Committee meeting was held; therefore, removed and re-inserted after consent agenda for discussion and approval.)**
  1. Discussion and possible action on invoices that are not regularly recurring or are not within the 2015 Budget vs. Actual to Date
  2. Discussion and possible action on regularly recurring expenditures that are within the Board approved 2015 budget
  3. Discussion and possible action on 2014 and 2015 budget comparison

**CITIZEN COMMENTS**

Gloria Kramer reported that there the Friends of the Library did not meet this month. She noted that the Friends have collected Family Fresh receipts of \$49,284.10 on their way to \$150,000. Ms. Kramer wished everyone a happy holiday.

No other comments

**DISCUSSION OF FINANCE REPORTS**

After noting that there were no irregularities in the financial reports, Barb Peterson motioned to approve regular recurring expenditures and items within the 2015 budget, motion seconded by Joyce Hall. APPROVED by unanimous vote.

Barb Peterson left the meeting at 6:40 p.m.

**PRESENTATIONS BY SUPPORTING ORGANIZATIONS**

**Friends of the Library**

Joyce Law reported on the annual appeal letter stuffing event: 21 volunteers from the Friends, Foundation, and a few others, 2 stuffing days, and 90 hours of volunteer time was given to complete the project. The first mailing went to the

post office on 12/03 and the second batch was delivered to the post office on 12/10; the mailing consisted of 12,091 pieces of mail.

### **Foundation**

On behalf of the Foundation, Susie Gilbert, reported that the annual appeal letter has generated \$10,000 in 10 days. Susie thanked Joyce Law for her hard work in working with the printer, coordinating the stuffing event, and getting the letters mailed. She noted that the collaboration between the three entities is going wonderfully. Susie encouraged all board members to participate. Joyce Law thanked Laurie Irwin for contributions to the project, as well. Joyce noted that the bookmarks were not included and with the open hours changing it was decided to leave them out of the thank-you letters, as well. Susie stated that thank-you letters have been going out as donations are received.

### ***PRESIDENT'S COMMENTS, REPORT, AND REQUESTS FOR ACTION***

Rich O'Connor noted that he and other members have been making good rounds with the municipalities. He stated that Barb Peterson had reported to St. Joseph's Board and provided them with important statistics and information that will help them make good decisions for their community.

### **County Board Update**

No update.

### ***DIRECTOR'S REPORT***

Tina Norris, Director reviewed her report, and monthly statistics with the board. Norris noted that the library will re-open on Monday, January 4 from 12-6pm. Full open hours on Monday will commence on February 29, 2016 from 10 a.m. – 8:00 p.m. NO ACTION REQUIRED.

Curt Weese noted the lack of a quorum; therefore, no votes will be taken.

### ***OTHER BUSINESS***

- a. Discussion and possible action on 2016 operational budget NO UPDATE OR ACTION
- b. Discussion on amending the agreement to reflect the actual cost of occupancy of the library building  
NO ACTION TAKEN

### ***BOARD COMMENTS AND ITEMS FOR FUTURE AGENDAS***

#### **NO COMMENTS**

#### **FUTURE AGENDA ITEM:**

Discussion and Action on a revised 2016 budget to reflect additional revenue and costs of re-opening on Mondays

### ***ADJOURN***

MOTION to adjourn made by Weese, seconded by Hall. Unanimously APPROVED. MOTION CARRIED. Meeting adjourned at 6:55 PM.

Respectfully Submitted,  
Tina L. Norris  
Director