



Hudson Area Joint Library Board of Trustees
APPROVED Meeting Minutes
January 17, 6:30 PM
Hudson Area Public Library
700 First Street, Hudson, WI 54016

1. Call to Order at 6:30 p.m. by Rich O'Connor
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests

Library board present: Rich O'Connor, Barb Peterson, Marion Shaw, Jim Schrock, Katie Copenbarger, Curt Weese, Paul Berning, Dave Ostby

Library Staff present: Tina Norris, Director

Others present: Joyce Law, LaVonne McCombie

3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from December 20, 2016 Board meeting and of any intervening special meetings*
 - c. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2016 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
 - e. *Discussion and possible action on 2015 and 2016 budget comparison*

ACTION TAKEN:

Motion by: Peterson to approve December 20, 2016 minutes;
Second by: Ostby
No Discussion
Vote Taken: MOTION CARRIED

4. Citizen Comments: None
5. Presentations by supporting organizations
 - a. Friends of the Library: Joyce Law—Family Fresh update \$1,000 received and that is going towards the Collection Enhancement grant of \$10,000; planning first pop-up sale in the lobby; plan is to sell just biography and history, Feb 21-23.
 - b. Library Foundation: Met on Wednesday, January 11, 2017; Peterson provided an update on the Foundation. Annual campaign is just about \$40,000 for 2016. Foundation sponsored reading program for \$5,000 for 2017. New board members have been added and working on a board orientation. Meeting on February 22, 2017. O'Connor added that the Foundation is doing very well, and mentioned that Library Strategies recommended a 10% increase in fundraising per year; and, at this point, we are about 16% over last year's annual campaign. Shaw noted that we ended with a budget surplus. Copenbarger asked if the Foundation pays vendor directly. Norris noted that in 2016, the Foundation paid vendors directly; but, in 2017, the Library will

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receive grants and pay the vendors from the Library's budget.

Ostby question who ran the annual campaign in 2016. Peterson explained that the Foundation ran the 2016 Annual Campaign.

6. **ACTION ITEM:** President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action—No updates. Peterson noted that Norris presented to the St. Joseph Town Board.
 - b. County Board update, discussion and possible action. O'Connor requested pulling this item from the agenda.

ACTION TAKEN: NO ACTION REQUIRED

7. **ACTION ITEM:** Director's Report, Statistics, and requests for action
 - a. Presentation of report (Action requested)

Weese questioned the Morningstar subscription and who will pay for the annual subscription next year? Peterson noted that the Foundation did not make a long-term commitment; however, the expectation is that the Foundation will continue to pay. Weese stated his concern that taxpayers will be on the hook in the future. Weese asked a question regarding bringing cataloging back to the Hudson Area Joint Library. Norris noted that she will update the board closer to budget time.
 - b. Presentation of monthly statistics: Norris presented monthly statistics.
 - c. Overview of 2016 Annual Report to Municipalities
 - d. **REQUEST ITEM:** St. Croix Valley Historical Society Request: The St. Croix Valley Historical Society is looking for an exhibit space for the "Hudson Bank" sign. The Phipps is interested in assisting in the restoration, but would like it displayed in a public location. Weese stated this is a great idea, but would like it to have additional information, a plaque, etc to add to the history. Peterson asked about the permanence of the exhibit. McCombie stated that she didn't know what stipulations the Phipps might have, but she felt that it should be indefinitely displayed at the Library. This discussion is a preliminary step.

ACTION TAKEN:

MOTION BY: Peterson motioned that we agree to be the location where this historic stained glass window be on display for the community.

SECOND BY: Weese

DISCUSSION: Shaw noted that the need to determine ownership, insurance issues, and placement. Weese questioned whether the St. Croix Valley Historical Society has insurance? Shaw noted the importance of determining insurance and who covers what. Weese noted we could amend the motion. Peterson suggested amending the motion to include: contingent on the insurance. Ostby noted that the motion is fine as is, but going forward there will be more discussion.

VOTE TAKEN: MOTION UNANIMOUSLY APPROVED

8. **ACTION ITEM:** Finance Committee Report 2017 Revised Budget: Request made to make changes to budget. Ostby noted his objection to changing the budget or deviating from what was originally approved, instead he feels those changes should be reflected in the month-to-months changes. Ostby noted that Norris provided an excellent narrative demonstrating expenditure increases to allot for grants received. Weese asked about the increase by the City of Hudson. Ostby noted that we should hold the budget to what was approved in August (2016), then the revenue will increase and the expenditures will decrease. Weese noted his concern that this will affect 3-year averages, but Peterson and others noted that this was not the case. Ostby noted three items to revise. Ostby noted the requested changes. Weese and Shaw discussed books and locations of books. Norris noted this will be addressed in the near future, under the Strategic Plan. Weese would like to see the book collection grow. Shaw asked about the last sentence in the narrative: "the overall budget is reduced from a \$50,505 budget deficit to

a \$17,813". Norris responded to the question by stating the importance of demonstrating the harm done by the St. Croix County Board of Supervisors when they cut the Hudson Area Joint Library's funding by 30%. Berning noted it should be four items.

ACTION TAKEN:

MOTION BY: Ostby motioned the expenditures be increased to allow grant spending be authorized as follows: Books to \$66,000; AV to \$18,500; Technology \$17,424; and Adult Programming to \$3500. Weese stated that he would really like to see the number of books grow; Peterson added AV collection, as well. Shaw asked about the 5-year technology plan; Copenbarger noted the *iLabs* are separate from the Technology Plan.

SECOND BY: Peterson

VOTE TAKEN: MOTION CARRIED (7 AYES; 1 NAY—Shaw)

9. **ACTION ITEM:** Request by Ostby to correct minutes of September 20, 2016 meeting to reflect the following:

a.) Item 4 should read as follows: Consideration to approve a market rate adjustment to salary of the Library Director. The current salary is \$56,097; the adjusted rate will be \$62,829.

ACTION TAKEN:

Motion by: Ostby to amend September 20, 2016 agenda

Second by: Shaw

Vote Taken: MOTION UNANIMOUSLY CARRIED

10. Other business: None

11. Board comments and items for future agendas:

Shaw asked if what schools are doing re: media centers does anyone have ideas about how this will affect the library.

12. **ACTION ITEM:** Adjournment

ACTION TAKEN:

Motion by: Ostby

Second by: Shaw

Vote Taken: MOTION CARRIED

Respectfully Submitted,

Tina L. Norris

Tina L. Norris
Director

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