



**Hudson Area Joint Library Board of Trustees
APPROVED Meeting Minutes
June 8, 2016, 6:30 PM *ANNUAL MEETING*
Hudson Area Public Library
700 First Street, Hudson WI**

1. Meeting called to order at 6:30 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, Dave Ostby, Marion Shaw, Jim Schrock, Curt Weese, Jill Burchill Absent: Katie Coppenbarger

Library Staff present: Tina Norris, Director

Others present: Susie Gilbert, Hudson Area Library Foundation; Joyce Law, Friends of the Hudson Area Library

3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from May 4, 2016 Board meeting and of any intervening special meetings*
 - c. *Finance Committee report*
 - d. *Discussion and possible action on invoices that are not regularly recurring or are not within the 2016 Budget vs. Actual to Date*
 - e. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2016 budget*
 - f. *Discussion and possible action on 2015 and 2016 budget comparison*

ACTION TAKEN: Motion by Ostby; second by Peterson **MOTION APPROVED**

Request by Peterson to move items #9 and #10 up to #4 and #5. No objections.

4. **ACTION ITEM: ANNUAL MEETING BUSINESS (originally item #9)**
 - a. Set board meeting schedule for 2016 – 2017

ACTION TAKEN:

Motion by Peterson to continue meeting on the Third, Tuesday each month; second by Weese; Vote taken: Ostby & Shaw (nay); O'Connor, Peterson, Weese, Burchill, Schrock (yea) **MOTION APPROVED**

- b. Election of Officers:

ACTION TAKEN:

Weese nominates O'Connor for President and Ostby for Vice President; O'Connor accepts; Ostby declines. Weese nominates Shaw for Vice President; Shaw accepts. Second by Burchill. Motion by Peterson for unanimous vote; second by Weese. **Vote taken: UNANIMOUS APPROVAL**

- c. Committee Appointments for 2016 – 2017

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- PERSONNEL & POLICY: Peterson, Coppenbarger, Shaw, and Weese
- FINANCE COMMITTEE: Jill Burchill and Jim appointed

ACTION TAKEN:

O'Connor recommends committees, as follows:

- PERSONNEL & POLICY: Peterson, Coppenbarger, Shaw, and Weese
- FINANCE COMMITTEE: Dave Ostby, Jill Burchill, Jim Schrock

Motion to approve by Ostby; second by Weese; **Vote taken: UNANIMOUS APPROVAL**

- d. Establish Budget Timeline for 2017 budget: Determine that the budget needs to be completed by August 16 trustee meeting. No Action Required.

5. **ACTION ITEM: (originally item #10) Personnel and Policy Committee Report**
Peterson gave report of personnel and policy committee meeting noting the timeline for the Director's review. Shaw noted that non-board input would be informational only, and not included in the review.
 - a. Recommendations and requests for action regarding organizational chart;
 - b. Recommendation and requests for action regarding job descriptions;
 - c. Recommendations and requests for action regarding new, revised, and / or reviewed policies.

ACTION TAKEN:

- a. **Organizational chart: Motion to approve by Peterson; second by Burchill. Vote taken: UNANIMOUS APPROVAL**
- b. **Recommendation to approve job description moved by Peterson; second by Schrock. UNANIMOUS APPROVAL**
- c. **Recommendation for approval of name change; hours of operation; emergency procedures, and unattended children and vulnerable adults; second by Burchill:**

Ostby challenged the approval of the name change stating that he believed it was not allowed under the Board Bylaws; Friendly amendment to remove revision of Bylaws offered by Peterson; second by Shaw. MOTION APPROVED without name change.

6. **ACTION ITEM:** Discussion and possible action on 2017 Request for Payment from other libraries

ACTION TAKEN:

Motion by Shaw to deny request for funding; second by Weese. Discussion ensued. Motion by Shaw to reject current and all future requests; Second by Weese; Vote Taken: **UNANIMOUSLY APPROVED**

7. Citizen comments: None
8. Presentations by supporting organizations
 - a. Friends of the Library: Christopher Rivard, treasurer updated receipts @ \$120,000 and collecting UPC codes from Family Fresh; \$1589 at book sale. Comparatively sold about the same number of books; made a bit less due to discounts.
 - b. Library Foundation: Susie Gilbert reported on the current foundation initiatives. Finalized Gift and Acceptance Policy approved at last meeting. Library Strategies will be coming to guide in writing the fund development plan.
9. **ACTION ITEM:** President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action. Barb continues to update St. Joseph leaders. Ostby updated on the Town of Hudson. O'Connor reports City of Hudson is good.

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- b. County Board update, discussion and possible action. Sjoberg has made recommendation to withhold 30% again. No action required.
- c. Fourth of July Parade: Library will not be participating.
- d. Annual Ice Cream Social: Ice Cream Social will be held July 16, 2016 from 11a.m.-1 p.m. and will be a partnership between the Hudson Area Library Foundation and the Friends of the Library.

ACTION TAKEN: No action required.

10. **ACTION ITEM:** Director's Report, Statistics, and requests for action
- a. Presentation of report
 - b. Presentation of statistics
 - c. Strategic Plan update
 - d. Discussion and possible action on establishing an annual Staff Development Day

ACTION TAKEN: Item 10 a: Presentation of MORE proposed budget: Motion by Weese to approve MORE budget if overall increase is no more than 2%; otherwise the HAJL Board directs, Norris to vote "no". Second by Shaw. Vote taken: UNANIMOUS APPROVAL

11. Other business
- a. Board Orientation Part II will resume at the July meeting of the Library Board.
12. Board comments and items for future agendas
13. **ACTION ITEM:** Adjournment

ACTION TAKEN: Motion to adjourn by Weese; second Burchill. Vote taken: Unanimous Approval

Board of Trustees Members: Rich O'Connor (Pres.), Curt Weese, Jill Burchill, Katie Coppenbarger, Dave Ostby (V. Pres.), Marion Shaw, Jim Schrock, and Barbara Peterson.

Emailed to Joint Municipalities and Board Members: June 2, 2016 Emailed to Media: June 2, 2016

NOTE: Some Agenda items may be taken up earlier in the meeting, or in a different order than listed.

Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the Library Director at 715-386-3101 ext. 105.

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