



Hudson Area Joint Library Board of Trustees
APPROVED Meeting Minutes
October 18, 2016, 6:30 PM
Hudson Area Public Library
700 First Street, Hudson, WI 54016

1. Call to Order at 6:35 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, Jill Burchill, Katie Coppenbarger **Absent:** Curt Weese, Dave Ostby

Library Staff present: Tina Norris, Director

Others present: Joyce Law, President—Friends of the Library, Gloria Kramer

3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. Approve meeting Agenda
 - b. Disposition of Minutes from September 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: Shaw
Second by: Shrock
Vote Taken: **MOTION CARRIED**

4. Citizen Comments: Gloria Kramer updated the Board on her long absence; gave the library great compliments about all of the programs and events, as well as the direction she sees the library going.
5. Presentations by supporting organizations
 - a. Friends of the Library: Joyce Law updated the Board on the Family Fresh receipt status noting that another \$150,000 in receipts have been collected and the FOL received a \$1,000 donation from Family Fresh. Law, also, gave an update on the FOL Book Sale, which will begin on October 24.
 - b. Library Foundation: Peterson gave a brief update on the Annual Report & Annual Appeal Letter. Both have been finalized and will be mailed out. Additionally, the Library Strategies has completed a photo library for the Hudson Area Public Library, which can be used for publicity and marketing. Peterson noted the appeal letter will be mailed to about 14,000 residents.
6. **ACTION ITEM:** President's comments, reports, and requests for action

*The Hudson Area Public Library is a center for lifelong learning,
where the community gathers and knowledge flows freely.*

- a. Municipalities presentations update, discussion, and possible action: O'Connor advised the Board that the City's Finance Committee has approved an additional \$30,000 above the 3-year average of \$317,000 for the Library's 2017 budget. He believes the Town of Hudson will be providing an increase as well.
- b. County Board update, discussion and possible action. No updates.

ACTION TAKEN: NO ACTION REQUIRED

Motion by:
 Second by:
 Vote Taken:

- 7. **ACTION ITEM:** Director's Report, Statistics, and requests for action **NO ACTION REQUIRED**
 - a. Presentation of report
 - b. Presentation of monthly statistics
 Norris reviewed the monthly statistics that were provided in the Board packet.

- 8. **ACTION ITEM:** Personnel & Policy Committee Update and requests for action.
 - a. Recommendation to update common name of library in bylaws.

Motion by: **NO ACTION AT THIS TIME**
 Second by:
 Vote Taken:

- 9. **ACTION ITEM:** Finance Committee report
 - a. Report on fund balance: Burchill provided a historical background on the Library's fund balance. A discussion of how the fund balance came to be, yearly trends, and general information was discussed. Shaw and Peterson provided historical backgrounds and perspectives.

ACTION TAKEN: NO ACTION AT THIS TIME

Motion by:
 Second by:
 Vote Taken:

- 10. **CLOSED SESSION: Under Wisconsin Statute 19.85 (1)(B) to consider Library Director Evaluation**

Motion by: Burchill
Second by: Peterson
Roll Call Vote taken:

Burchill: Aye	Peterson: Aye
Coppenbarger: Aye	Shaw: Aye
O'Connor: Aye	Schrock: Aye

Convened into Closed Session at 7:45 p.m.

- 11. **RECONVENE INTO OPEN SESSION for possible action on Library Director Evaluation**

ACTION TAKEN:

Motion to reconvene at 8:05 p.m. by Schrock
 Second by: Peterson
 Vote Taken: **MOTION CARRIED**

ACTION TAKEN:

Motion to approve Library Director's review: Peterson
 Second by: Burchill
 Vote Taken: **MOTION CARRIED (Shaw-opposed)**

- 12. Other business: None

- 13. Board comments and items for future agendas: Burchill announced that she is moving to Troy;

therefore, she will be submitting her resignation. She noted that she has enjoyed her short time on the Library Board.

14. **ACTION ITEM:** Adjournment

ACTION TAKEN:

Motion by: Burchill

Second by: Peterson

Vote Taken: **MOTION CARRIED**

Respectfully Submitted,

Tina L. Norris

Tina L. Norris
Director