



**Hudson Area Joint Library Board of Trustees**  
**APPROVED Meeting Minutes**  
**March 21, 2017, 6:30 PM**  
**Hudson Area Public Library**  
**700 First Street, Hudson WI 54016**

1. Call to Order at 6:32 p.m. by SHAW
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
3. **ACTION ITEM:** ADJOURNMENT OF FEBRUARY 21, 2017 MEETING  
**Discussion:** Shaw questioned how a meeting had been called to order without a quorum on February 21, 2017? Peterson explained that a meeting is first called to order, then a quorum is established; therefore, the meeting was called but no action could be taken and the meeting could not be adjourned.

**ACTION TAKEN:**

**Motion to adjourn the February 21, 2017 Board Meeting by Berning**

**Second by: Peterson**

**Discussion:**

**Vote Taken: Motion Approved—4 Ayes (Berning, Coppenbarger, Peterson, Weese) 1 Nay (Shaw)**

4. **ACTION ITEM:** Approval of Consent Agenda Items
  - a. *Approve meeting Agenda*
  - b. *Disposition of Minutes from January 17, 2017 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 2017 Budget vs. Actual to Date*
  - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2017 budget*
  - e. *Discussion and possible action on 2016 and 2017 budget comparison*

**ACTION TAKEN:**

**Motion to APPROVE the consent agenda by Peterson**

**Second by: Coppenbarger**

**Discussion: None**

**Vote Taken: Unanimously Approved (5Ayes / 0 Nay)**

5. Citizen Comments—None
6. Presentations by supporting organizations
  - a. Friends of the Library—No Report
  - b. Library Foundation—Peterson gave a brief update noting the Foundation approved grants for Adult Programming enhancement and prizes for the *1,000 Books before Kindergarten* program at the February 22, 2017 meeting. Peterson, also noted that the Annual campaign was a success—donations increased by +25% and donors increased, as well. The Foundation now has 17 members and a new member orientation is being held on Wednesday, March 22, 2017 for new members.

7. **Possible ACTION ITEM:** President's comments, reports, and requests for action
  - a. Municipalities presentations update, discussion, and possible action.  
Peterson gave a brief update on her report to the Town of St. Joseph and noted their interest in demographics of new cardholders.
  
8. **ACTION ITEM:** *Director's Report, Statistics, and requests for action: Norris provided an overview of the monthly report, monthly statistics, grants reports, and Hudson Hospital Foundation Grant Request.*
  - a. Presentation of monthly report
  - b. Presentation of monthly statistics—*Shaw asked about the increase in meeting room usage. Norris noted that there has been increased awareness about the rooms—including groups that are now using the rooms on a weekly basis for meetings, and increased programming usage.*
  - c. Review of Completed Grants and Expenditures—Peterson noted that MorningStar database is being used by St. Joseph residents.
  - d. Review of grant request submitted to the Hudson Hospital Foundation—Norris presented her request for a \$13,000 grant for the Library's Health Literacy Initiative. Shaw asked how much was available from the Hospital Foundation. Norris explained that she did not know the amount available. Shaw asked how many others were seeking the funds from the Hospital. Norris noted that the Hospital Foundation had selected the Little Free Libraries organization, as well as local schools (public and private), and the Hudson Area Public Library to receive funding from the 2016 wine tasting fundraising event. The grant amount should be available at the April 19 board meeting.
  - e. **REQUEST FOR ACTION: Approval of 2016 Annual Report to State of Wisconsin**  
Norris provided an overview of the annual report data. Shaw questioned how the library increased cost per circulation from \$3.00 to \$3.25. Norris noted the increased expenditures due to grant funding received and additional open hours coupled with decreases in circulation numbers change the cost per circulation. Peterson explained that dropping circulation numbers plays a role in the cost per circulation increase. Shaw noted that it is a positive in regards to County funding.

**ACTION TAKEN:**

**Motion to APPROVE the 2016 Annual Report to the State of Wisconsin by Peterson**

**Second by: Weese**

**Discussion:** No further discussion

**Vote Taken: Unanimously Approved (5 Ayes / 0 Nays)**

9. **ACTION ITEM:** Finance Committee report—Berning noted that there was nothing out of the ordinary in the bills and recommended that the bills be paid.

**Motion to APPROVE bills for payment by: Peterson**

**Second by: Weese**

**Discussion: None**

**Vote Taken: Unanimously Approved (5 Ayes / 0 Nays)**

- a. Recommend approval to expend Adult Programming grant of \$3,000 from Hudson Area Library Foundation; (moved to April agenda)

**ACTION TAKEN: No Action Taken**

**Motion to APPROVE expending the Adult Programming grant of \$3,000 by**

**Second by:**

**Discussion:**

**Vote Taken:**

- b. Recommend approval to expend 1,000 Books before Kindergarten grant of \$700 from Hudson Area Library Foundation. (moved to April agenda)

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

**ACTION TAKEN: No Action Taken**

**Motion to APPROVE grant of \$700 for the 1,000 Books before Kindergarten program by**

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**Second by:**

**Discussion:**

**Vote Taken:**

10. Other business: None

11. Board comments and items for future agendas: None

12. **ACTION ITEM:** Adjournment:

**ACTION TAKEN:**

**Motion to adjourn by: Berning**

**Second by: Coppenbarger**

**Discussion: None**

**Vote Taken: Unanimously Approved (5 Ayes / 0 Nays)**

*Respectfully Submitted,*

*Tina L. Norris*

Tina L. Norris

Director