



Hudson Area Joint Library Board of Trustees
UNAPPROVED Meeting Minutes
November 20, 2018 5:30 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016

1. Call to Order at 5:33 p.m. by Berning.
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
Present: Berning, Cizek, Coppenbarger, Kilber, O'Connor, and Peterson.
Absent: Schrock and Shaw
Staff: Tina Norris, Director
Others: Joyce Law, FOL and Gloria Kramer
3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from October 16, 2018 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 2018 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2018 budget*
 - e. *Discussion and possible action on 2017 and 2018 budget comparison*

Action Taken:
Motion by O'Connor to approve the Consent Agenda
Second by Peterson
Discussion: None
Vote taken: Unanimous Approval
4. Citizen Comments: Gloria Kramer provided an update on the collection of Family Fresh receipts, current total collected to date: \$127,054 and explained the program to the board. Kramer voiced her support of the Joint Library noting that "you can do with more".
5. Presentations by supporting organizations
 - a. Friends of the Library: Joyce Law provided an update on the Friends of the Library activities, including the annual fall book sale.
 - b. Library Foundation: Peterson provided an update on the annual fundraising campaign noting that the campaign is both an appeal for donation, as well as an advocacy piece. Peterson explained that the 16-page mailer tells the story of the Hudson Area Public Library and how the donations are used to support the Library

and provide services to the community. Peterson provided an update on the Hogwarts after Hours fundraiser, which was a huge success, and raised about \$1,100 for the iLabs.

6. President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action. Berning reported on his speaking at the St. Croix County Board of Supervisors. Berning and O'Connor apprised the board of a movement to dismantle the Joint Library. Berning also provided a brief report on a discussion with Village of North Hudson Board President, Stan Weekin.

7. Director's Report, Statistics, and requests for action
 - a. Presentation of monthly report and statistics—Norris provided the monthly statistics and an update of the St. Croix County Library Planning Committee and MORE Directors Council.
 - b. **ACTION REQUESTED:** Norris recommended the acceptance of 2-years of funding for 2 Wi-Fi Hotspots for the Hudson Area Public Library provided by St. Croix County.
ACTION TAKEN: O'Connor motioned to accept funds for 2 Wi-Fi Hotspots for 2-years provided by St. Croix County
Second by: Peterson
Discussion: A discussion about the value of hotspots, for the residents, ensued. There was a discussion about whether to accept the funding or not; however, it was determined that funding should be accepted.
VOTE TAKEN: Unanimous Approval 5 Ayes / 0 Nays

8. Monthly Board Training: Norris provided an overview of how library's work in Wisconsin, provided a brief overview of Chapter 43, Open Meeting Laws, Records Retention, and Confidentiality. Norris noted that Board Training will be a monthly agenda item and gave a brief outline for the coming year. Next month's training will cover the History of the Joint Library and the Joint Library Agreement.

9. Appointment of Personnel and Policy Committee: Berning appointed Coppenbarger, Cizek, and Chris Kilber to committee with Coppenbarger to serve as committee chair.
Motion to Approve: O'Connor
Second by: Peterson
Discussion: None
VOTE TAKEN: Unanimous Approval 5 Ayes / 0 Nays

10. **ACTION ITEM:** Finance Committee recommendation to purchase two self-check machines from Envisionware with a 50% deposit to be paid in 2018 and remaining balance to be paid in 2019. With 2018 budget adjustment, as follows: move \$900 from line 249; \$1,600 from line 299; and, \$2,300 from line 298 (a total of \$4,800) to the Technology Line (396) for the Envisionware deposit of \$4,800.
Action Taken: Motion by Coppenbarger;
Second by O'Connor;
Discussion: None
Vote Taken: Unanimous Approval 5 Ayes / 0 Nays

11. **ACTION ITEM:** Finance Committee recommendation to accept the 2019 Hudson Area Library Foundation grants, as presented.

Action Taken: Motion by O'Connor;

Second by Kilber;

Discussion: None

Vote Taken: Unanimous Approval 5 Ayes / 0 Nays

12. **NOTICE of CLOSED SESSION**

a. Library Director Annual Evaluation / Review

The Library Board of the Hudson Area Joint Library will meet at approximately 5:30 p.m., or as soon thereafter as time permits, on Tuesday, October 16, 2018 in Room 219, Hudson Area Public Library, 700 1st Street, Hudson, Wisconsin, following the conclusion of consideration of the above portion of its regularly scheduled agenda, to vote on a motion to convene in closed session at said time and place for discussion / action relative to (1.) conduct the Library Director's annual evaluation.

A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. §19.85(1)(f), which is allowed for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and §19.85(1) (c), which allows governmental bodies to use closed sessions to interview candidates for positions of employment, to consider promotions of particular employees, to consider compensation of particular employees, and to conduct employee evaluations.

Upon conclusion of the closed session, the Library Board will convene in open session to consider its public agenda, including motion to recommend approval or rejection of above-listed deliberations or any of the public agenda items that have not been acted upon.

Motion by Coppenbarger to enter closed session for the above stated purpose; second by Kilber. Roll call taken:

Ayes:

Berning

Cizek

Coppenbarger

O'Connor

Peterson

Unanimous, closed session convened at 7:05 p.m.

At 7:45 p.m., O'Connor made a motion to end the closed session. Peterson second. Vote taken: Motion carried.

13. **ACTION ITEM:** Approval of Library Director Evaluation

Action Taken: Motion by O'Connor;

Second by Peterson;

Discussion: None

Vote Taken: Unanimous Approval 5 Ayes / 0 Nays

14. Board comments and items for future agendas: January discussion regarding renovation possibilities.
15. **ACTION ITEM:** Adjournment
Motion by O'Connor to adjourn;
Second by Peterson.
Discussion: None
Vote take: Unanimous approval.