



**Hudson Area Joint Library Board of Trustees
UNAPPROVED Meeting Minutes
September 17, 2019 5:30 PM
Hudson Area Public Library
700 1st Street, Hudson WI 54016**

1. Call to Order at 5:30 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:	Absent:	Staff:	Visitors
Berning, Cizek Coppenbarger Kilber Peterson Schrock Shaw	O'Connor	Tina Norris, Director	None

3. Citizen Comments: None
4. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from August 20, 2019 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 2019 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2019 budget*
 - e. *Discussion and possible action on 2018 and 2019 budget comparison*

Action Taken:

Motion by Schrock to approve the Consent Agenda

Second by Peterson

Discussion: None

Vote taken: Unanimous Approval 7 Ayes / 0 Nays

5. Presentations by supporting organizations
 - a. Friends of the Library—No FOL representatives were present. Peterson noted that FOL Fall Book sale begins Monday, September 23, 2019.
 - b. Library Foundation—Peterson gave a brief recap of the September Foundation Board meeting and provided an update on the upcoming “Hogwarts after Hours” fundraising event on October 19.
6. President’s comments, reports, and Municipal updates:

No updates from the President at this time.

- a.) St. Joseph: Peterson presented to the Town of St. Joseph Board and thanked them for their support of the Library. The Town Board held a special meeting to pass a resolution reaffirming their commitment to the Joint Library.
 - b.) Town of Hudson: Shaw noted that the Town of Hudson passed the resolution reaffirming the Joint Library, as well. Additionally, Shaw noted that the Town has incurred some unforeseen expenses, so he’s not sure about any increases for the Library.
 - c.) Village of North Hudson: Cizek attend the Village meeting and provided an update to the Village Board. The Village Board passed a resolution to reaffirm the Joint Library, as well.
 - d.) City of Hudson: The City of Hudson passed the annual resolution for exemption from the County Library tax.
7. Director’s Report, Statistics, and requests for action—
 - a. Director provided a written report for review by the Library Board. Norris provided a written report to the Library Board. There were no questions about the report.
 - b. Director Updates:

The Director noted that she is participating in Leadership Hudson through the Chamber of Commerce, which is providing a great opportunity to network with others and spread the word about the Library. The next meeting of the group will be held at the Library. Additionally, the Director has met with both the new City Administrator, Aaron Reeves and Finance Director, Allison Eggers. Both have been apprised of how the library is funded and issues related to funding.
 - c. 2020 Budget Update—a revised budget was presented to the Finance committee and the Director will be making additional revisions based on feedback from the Finance committee.

- d. 2020 Grant Requests Overview— grant requests were presented to the Library Foundation in the amount of \$45,000, which includes \$15,000 for Collection Development. The request is for the Foundation to approve the grants for programming funds in the amount of \$30,000, which includes funding for a part-time LTE Assistant and 2 SRP programming Aides for the 2020 SRP. Additionally, a request of \$7,500 for collection development is requested; with an additional \$7,500 dependent on the success of the annual campaign and fundraising for the upcoming year.

The Friends of the Hudson Area Library approved \$17,000 in grant requests, including the following: \$4,000 Genealogy and Oral Family History Project Grant; \$10,000 Collection Development Grant; and, a \$3,000 grant for Author events.

8. **ACTION ITEM:** 3-year review of Library Policies—no recommended changes
 - a. *Unattended Children and Vulnerable Adults*
 - b. *Patron Responsibilities and Code of Conduct*
 - c. *Library Card Policy*
 - d. *Lost and Damaged Materials Policy*-Moved to follow item #7 Director’s Report

Action Taken:

Motion to approve review of policies, as presented by: Katie Copenbarger

Second by: Peterson

Discussion: None

Vote taken: UNANIMOUS APPROVAL 7 Ayes / 0 Nays

9. **Personnel and Policy Chair: Presentation of Director’s Review Timeline and distribution of evaluation form to Trustees**

10. **ACTION ITEM:** Adjournment

Action Taken:

Motion to adjourn by: Peterson

Second by: Copenbarger

Discussion: None

Vote taken: UNANIMOUS APPROVAL

Respectfully Submitted,

Tina L. Norris

Tina L. Norris, Director