



**Hudson Area Joint Library  
Finance Committee  
Unapproved Meeting Minutes  
November 17, 2020 – 5 PM**

- 1. Call to order at 5:02 p.m. by Schrock. Roll call, certification of compliance with opening meeting laws and public record laws, and introduction of visitors and guests.**

Board members present: Berning, Schrock, Whiteley

Staff: Shelley Tougas, Madeline Page

- 2. ACTION ITEM:** Approve agenda  
Motion by Berning to approve agenda  
Second by Whiteley  
Discussion: None

**Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays**

- 3. ACTION ITEM:** Approve minutes from October 20 meeting  
Motion by Berning to approve minutes with correction: add a dollar sign to the motion regarding the attorney bill.  
Second by Schrock  
Discussion: None

**Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays**

- 4. ACTION ITEM:** Discussion and recommendation to approve financial reports and recommend bill payment.
  - Discussion and possible action on invoices that are not recurring expenditures or are not within the approved 2020 Budget, if any.
  - Discussion and possible action on regularly recurring expenditures that are within the approved 2020 Budget.
  - Discussion and possible action on 2020 Year-to-Date Income Statement
  - Discussion and possible action on 2019 and 2020 Budget Comparison
  - Discussion and possible action on recommendation to pay monthly invoices, as presented on the Library Claims Form
  - Discussion and potential action item: legal fees/billing

Motion by Whiteley to approve

Second by Berning

Discussion: None

**Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays**

**5. DISCUSSION: BUDGET ADJUSTMENTS**

Tougas reviewed minor adjustments to the budget, which will be brought to the board for final approval in December.

**6. DISCUSSION: OCCUPANCY AGREEMENT**

Tougas reported the board will be asked to vote in December to extend the existing lease for one year. In early 2021, the co-directors will work with city officials to develop terms for a new five-year lease.

**7. ADJOURN**

Motion to adjourn at 5:20 by Berning

Second by Whiteley

Discussion: None

**Vote taken: MOTION CARRIED - 3 Ayes / 0 Nays**

Respectfully submitted,  
Shelley Tougas