



**Hudson Area Joint Library
Library Board of Trustees
Unapproved Meeting Minutes
December 15, 2020 – 5:30 PM**

- 1. Call to order at 5:30 p.m. by President Paul Berning. Roll call, certification of compliance with opening meeting laws and public record laws, and introduction of visitors and guests.**

Board members present: Berning, Schrock, Peterson, Whiteley, O'Connor, McCarthy, Coppenbarger (arrived at 5:45 p.m.)

Visitors: None

Staff: Shelley Tougas, Madeline Page

- 2. Citizen comments – None**

- 3. ACTION ITEM: Approve Consent Agenda Items**

a.) Approve meeting Agenda

b.) Disposition of Minutes from October 20, 2020 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 2020 Budget vs. Actual to Date

d.) Discussion and possible action on regularly recurring expenditures that are within the

Board approved 2020 budget

e.) Discussion and possible action on 2019 and 2020 budget comparison

Motion by O'Connor to approve

Second by Schrock

Vote taken: MOTION CARRIED - 6 Ayes / 0 Nays (Coppenbarger/Blank absent)

Motion by O'Connor to reconsider consent agenda

Second by Peterson

Vote taken: MOTION CARRIED - 6 Ayes / 0 Nays (Coppenbarger/Blank absent)

Motion by Peterson to approve consent agenda with date correction from October to November.

Second by O'Connor

Vote taken: MOTION CARRIED - 6 Ayes / 0 Nays (Coppenbarger/Blank absent)

4. Presentations:

- a.) Friends of the Library: No update
- b.) Library Foundation: Barb Peterson updated the board on the annual campaign

5. President's comments, reports, and Municipal updates:

- a.) President Berning conveyed appreciation from citizens and local leaders that the library has remained open during COVID.
- b.) St. Joseph: No update
- c.) Town of Hudson: No update
- d.) Village of North Hudson: No update
- e.) City of Hudson: O'Connor reported the city budget passed, which included a 2 percent increase for the library.

6. Director's Report

- a.) Presentation of the monthly report and statistics, as provided in the written report.

7. DISCUSSION: STAFF SWOT ANALYSIS

Librarian Sara O'Brien reviewed the SWOT analysis outcomes

8. DISCUSSION: eBook TRAINING

Tougas presented a PowerPoint explaining how eBooks work in library systems.

9. DISCUSSION: Personnel Handbook

Page provided an overview of changes to the city handbook as they apply to the library.

10. DISCUSSION AND POTENTIAL ACTION ITEM: PTO

Motion by Peterson to approve the recommendation from the Policy and Personnel Committee to adopt the PTO plan.

Second by Coppenbarger

Discussion: None

MOTION CARRIED - 7 Ayes / 0 Nays (Blank absent)

11. DISCUSSION AND POTENTIAL ACTION ITEM: Adopt 2021 final budget

Motion by Peterson to the 2021 final budget

Second by ?

Discussion: None

MOTION CARRIED - 7 Ayes / 0 Nays (Blank absent)

12. DISCUSSION AND POTENTIAL ACTION ITEM: One-year occupancy extension

Motion by Whiteley to approve Finance Committee's recommendation to approve a one-year extension of the occupancy agreement with the 2014 Memorandum of Understanding Regarding Hudson Area Joint Library Occupancy of City Building at 700 First Street.

Second by O'Connor

Vote taken: MOTION CARRIED - 9 Ayes / 0 Nays (Blank absent)

13. DISCUSSION AND POTENTIAL ACTION ITEM: Director search timeline
Peterson presented a draft timeline. No action taken.

14. Adjourn

Motion by Peterson to adjourn at 6:45 p.m

Second by Schrock

Vote taken: MOTION CARRIED – 7 Ayes / 0 Nays (Blank absent)

Respectfully submitted,
Shelley Tougas