

**Library Board of Trustees  
Meeting Agenda  
Oct. 17, 2023 at 6:30 p.m.  
Hudson Area Public Library  
700 1<sup>st</sup> Street, Hudson WI 54016**

LBOT Finance and Regular Meeting  
Time: Oct 17, 2023 06:15 PM Central Time

Join Zoom Meeting  
<https://us02web.zoom.us/j/81479492388?pwd=N1M3OXpDbGRzakdNY2xzNUJ0OXZrUT09>

Meeting ID: 814 7949 2388  
Passcode: 106923

Find your local number:  
<https://us02web.zoom.us/j/kcG7IPRiyq>

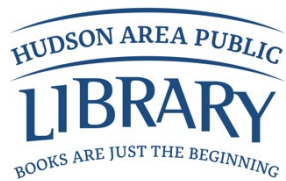
1. Call to order, roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.
2. Citizen Comments
3. Approve meeting agenda
4. Approve minutes from prior board meeting(s) and any intervening special meetings.
5. Acceptance of expenditure report
6. Approval of Finance Committee's recommendation to pay bills
7. **Presentations:**
  1. *Friends of the Library*
  2. *Library Foundation*
8. **President's comments, reports, and municipal updates**
  1. *St. Joseph update*
  2. *Town of Hudson update*
  3. *Village of North Hudson update*
  4. *City of Hudson updates*
  5. *Hudson School District updates*
9. **Committee updates**
  1. *Policy and Personnel*
  2. *Finance*
10. **Director's Report**
  1. *Presentation of monthly report and statistics*
  2. *Director's report & update*
11. **DISCUSSION AND POTENTIAL ACTION ITEM:** Guidelines for public comments
12. **DISCUSSION:** Transition update
13. **DISCUSSION AND POTENTIAL ACTION ITEM:** Proposed bylaws for 2024 library board

**14. Future agenda items****15. Adjourn**

Next meeting: November 21, 2023

*Board of Trustees Members: Paul Berning (President), Susan Blank, Kimberly Osterhues, Rich O'Connor, Kristine McCarthy (Vice President), Barbara Peterson, and Bryan Wells. Emailed to Joint Municipalities, Board Members, and media the week of Oct. 9, 2023.*

NOTE: Some Agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the Library Director at 715-386-3101 ext. 305.



**Hudson Area Public Library  
Library Board of Trustees  
Meeting Minutes  
Sept. 19, 2023**

1. **Call to order at 6:30 p.m. by Berning. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.**

Board members present: Paul Berning (President), Kristine McCarthy (Vice President), Bryan Wells, Susan Blank, Barb Peterson, Rich O'Connor, Kim Osterhues

Staff: Shelley Tougas, Michelle Saifullah

Visitors: Gerry Klecker, Sammi Dittloff

2. Citizen Comments – None

3. **ACTION ITEM: Consent Agenda (agenda, minutes, expenditure report, bill payment)**

Motion by O'Connor to approve consent agenda

Second by McCarthy

Discussion: None

**Vote Taken: MOTION CARRIED – 7 Ayes/0 Nays**

4. **Presentations:**

**Friends of the Library:** Tougas reported the Friends approved a grant for an EverBrite wall for the children's department.

**Hudson Area Library Foundation:** Peterson reported the Foundation is preparing for the annual appeal.

5. **President's comments, reports, and municipal updates**

President Berning: None

Town of Hudson: None

Village of North Hudson: None

Town of St. Joseph: None

City of Hudson: O'Connor reported the library's funding request passed the city's finance committee and will be discussed by the full council.

Hudson School District: None

6. **Committee updates**

Policy and Personnel: Peterson and Tougas have a draft of the gift receipt policy, but the committee has not met.

Finance: FC met prior to the meeting

**7. Director's Report**

The director's written report was presented.

**8. Guidelines for public comments**

Board members reviewed proposed public comments and suggested revisions. Staff will bring a revised document to the October meeting.

**9. Joint library agreement**

Board members reviewed the agreement's language regarding dissolution.

**10. Parent resources**

Tougas showed board members a resource page on the library web site to help parents who have concerns about content

**11. Compensation studies**

Tougas reviewed the data from the city's compensation study and a statewide compensation study of Wisconsin libraries.

**12. Future agenda items**

Proposed bylaws and committee charters

**13. ACTION ITEM: adjourn**

Motion by Peterson to adjourn at 7:40 p.m.

Second by Wells

Discussion: None

**Vote Taken: MOTION CARRIED – 7 Ayes/0 Nays**

Respectfully Submitted,  
Shelley Tougas

**Monthly Expenditure Statement**  
**September 30, 2023**  
**Hudson Area Public Library**

Acct Code	Object Description	Budget w/ grants	MTD	YTD	Balance	%YTD
240-55111	Library					
<b>Personnel</b>						
121	Full-Time	\$ 278,439	\$ 27,170	\$ 206,576	\$ 71,863	74%
125	Part-Time	\$ 268,316	\$ 31,204	\$ 204,190	\$ 64,126	76%
151	FICA	\$ 41,827	\$ 4,396	\$ 30,824	\$ 11,003	74%
152	WRS	\$ 28,633	\$ 3,070	\$ 21,370	\$ 7,263	75%
154	Health Insurance	\$ 71,203	\$ 4,531	\$ 47,093	\$ 24,110	66%
<b>Personnel Total:</b>		\$ 688,418	\$ 70,371	\$ 510,053	\$ 178,365	74%
<b>Contractual Services</b>						
212	Legal Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000	0%
213	Professional Services	\$ 15,500.00	\$ 1,250.00	\$ 11,250.00	\$ 4,250	73%
216	IFLS Ops	\$ 47,500.00	\$ -	\$ 47,527.00	\$ (27)	100%
217	IFLS Courier	\$ 3,500.00	\$ -	\$ 2,930.00	\$ 570	84%
225	Telephone	\$ 4,600.00	\$ 390.53	\$ 3,202.77	\$ 1,397	70%
249	Contract Maint.	\$ 750.00	\$ -	\$ 196.23	\$ 554	26%
294	Programming: Adults	\$ 5,000.00	\$ 911.32	\$ 4,391.28	\$ 609	88%
295	Programming: Children	\$ 23,000.00	\$ 405.53	\$ 10,979.23	\$ 12,021	48%
298	Maint. Agmts / Leases	\$ 10,500.00	\$ 275.30	\$ 7,466.45	\$ 3,034	71%
299	Other Contract Services	\$ -	\$ -	\$ -	\$ -	
<b>Contractual Services Total:</b>		\$ 110,350.00	\$ 3,232.68	\$ 87,942.96	\$ 22,407.04	80%
<b>Supplies &amp; Expenses</b>						
311	Postage	\$ 800	\$ 41.64	\$ 449	\$ 351	56%
312	Office Supplies	\$ 10,000	\$ 487.81	\$ 6,957	\$ 3,043	70%
324	Memberships	\$ 1,500	\$ -	\$ 463	\$ 1,037	31%
326	Advertising	\$ 500	\$ -	\$ 49	\$ 451	10%
338	Staff Development	\$ 2,000	\$ 45.28	\$ 239	\$ 1,761	12%
339	Travel / Conferences	\$ 1,100	\$ 15.12	\$ 625	\$ 475	57%
396	Technology	\$ 9,000	\$ 1,098.99	\$ 6,894	\$ 2,106	77%
399	Activity Supplies/Tech renew	\$ 4,000	\$ 933.60	\$ 1,898	\$ 2,102	47%
<b>Supplies &amp; Expenses Total:</b>		\$ 28,900	\$ 2,622	\$ 17,574	\$ 11,326	61%
<b>Collection</b>						
395	Books	\$ 70,000	\$ 3,054	\$ 42,488	\$ 27,512	61%
397	Periodicals	\$ 4,100	\$ -	\$ 2,018	\$ 2,082	49%
398	Audio-Visual	\$ 11,000	\$ 163	\$ 5,172	\$ 5,828	47%
<b>Collection Total:</b>		\$ 85,100	\$ 3,217	\$ 49,678	\$ 35,422	58%
<b>Fixed Charges</b>						
510	Workers Comp	\$ 850	\$ -	\$ 832	\$ 18	98%
511	Public Liability	\$ 2,400	\$ -	\$ 1,334	\$ 1,066	56%
513	Public Officials	\$ 2,800	\$ -	\$ 1,668	\$ 1,132	60%
517	Property Insurance	\$ 3,000	\$ -	\$ -	\$ 3,000	0%
519	Unemployment	\$ -	\$ -	\$ -	\$ -	
532	Occupancy Agreement	\$ 99,535	\$ 8,295	\$ 74,651	\$ 24,884	75%
<b>Fixed Charges Total:</b>		\$ 108,585	\$ 8,295	\$ 78,485	\$ 30,100	72%
812	Furniture and Furnishings	\$ -	\$ -	\$ 20,296.48		
829	Other Repair and Improvements	\$ -	\$ -	\$ -		
<b>Capital Expenses Total:</b>				\$ -		Remaining
<b>Total Expenditures</b>		\$ 1,021,353	\$ 87,739	\$ 743,734	\$ 277,619	27%
<b>%of Year Completed</b>						67%

Note: est. \$6,400 of PT wages covered by grants

## DIRECTOR'S REPORT – OCTOBER 2023

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*Library Board of Trustees*

### **Booyah**

The Sept. 30 Booyah exceeded expectations with a turnout of at least 1,000 community members. Librarian Matt Campana was able to provide new tools that helped estimate attendance and streamlined the checkout process. Instead of a magician, this year we brought Little Blue's Traveling Zoo, and it was a hit with families. The Golden Rule team has committed to a third Booyah next year.

### **Staff development**

The library was closed Monday, Oct. 9 for annual staff development day. We covered issues related to the dissolution and transition and then broke staff into groups to discuss service and resource priorities.

I attended a director's workshop in Sarona that focused on building resiliency. This workshop included credit hours for continuing education, which is required for my licensure. I need 100 hours every five years of which ten must be focused on technology.

In November I will be attending a two-day new director's training in the Wisconsin Dells. It's developed by the Department of Public Instruction, which has been unable to host this event since before the pandemic.

### **Grant**

The library received a grant of \$1,250 from FNC Bank for the purchase of phonics-based books and sensory products for young children.

### **Content concern**

I received a call from a patron with questions about the library's collection management policy and teen books with sexual content. We had a productive and civil conversation and, at this time, the caller does not want to fill out a request for reconsideration form.

### **Builders Club**

The library and Kiwanis officially inducted the new Builders Club, a Kiwanis service club for middle school students. We are recruiting for both the Builders Club and K-Kids, the service club for younger kids. Many of our K-Kids aged into the Builders Club. We have the only Builders Club in the entire Kiwanis district, which is a fantastic accomplishment. Librarian Joan Bushman and Library Assistant Emelia Reynolds lead these clubs with two Kiwanis members.

## **Geckos**

The library has two Geckos named Bindi and Bagheera. Their temporary home is at the adult desk, but they will be relocated to the teen area when it's finished. We're also considering a bearded dragon, known for calm, "sweet" personalities that make them ideal educational animals that kids love. Our reptile friends eat crickets and mealworms sprinkled with calcium powder. Bearded dragons also eat vegetables and fruit. Kids are eager to be part of our serving crew.

## **Fall/winter programs**

We're gearing up for a busy fall, including three programs unique to our library. At the end of the month we have Trick or Treat Trail, which runs through Lakefront Park. In November we'll have an etiquette dinner for tweens and teens. In December we'll have a Harry Potter escape room, a unique event created entirely by staff.

# Hudson Area Public Library Statistics Summary

## Sep-23

YTD Circulation Comparisons		Month to Month Comparisions			Library Visitors YTD	
	2022	2023	2022	2023	2022	2023
Physical Materials:	108,085	137,787	9,615	Physical CKO	14,264	66,346
Digital Materials:	39,043	45,728	10,594	Check-ins	11,538	
Total All Circulation:	147,128	183,515	3,466	Renewals	3,697	
			13,081	Total Physical Circ	17,961	Monthly Visitors
% Physical Materials	73.46%	75.1%	4,673	Digital Circulation	2,679	2023
% Digital Materials	26.5%	24.9%	17,754	Total All Circulation	20,640	6,880
New Patrons	2023	New Patrons YTD	Proctoring-YTD	Cardholders		
2022	2023	2022	2023	Jan. 1 2023	7,597	
96	125	991	1,354	Current	8,951	
Technology Use YTD		Meeting Room Use				
	2022	2023		2022	2023	
Pharos	1,902	2,347	Monthly	81	172	
Wi-Fi	20,731	23,145	YTD	1,134	1819	
Year-to Date	22,633	25,492				
Programming at the Library						
YTD Programs Held:		Monthly Comparisons				
2022	2023	Programs Held	2022	2023	Change	
275	272	Children	19	15	(4)	
		Teens / Tweeners	3	9	6	
YTD Program Attendance:		Adult	4	3	(1)	
2022	2023	Drop-in	4	1	(3)	
7,883	9,124	Totals:	30	28	(2)	
		Attendance	2022	2023	Change	
Self Directed Activities 2023:		Children	274	348	74	
MTD	YTD	Teens / Tweeners	23	115	92	
21	290	Adult	63	28	-35	
		Drop-in	8	1000	992	
		Totals:	368	1491	1123	



## Hudson Area Public Library

Circulation Statistics		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
<i>Check-outs</i>														
	2018	13,266	12,994	16,153	14,102	15,400	19,450	18,509	17,830	13,527	13,869	13,289	11,439	179,828
	2019	14,754	13,485	15,567	13,828	12,865	16,711	18,359	16,262	12,420	13,610	12,570	10,826	171,257
	2020	13,321	12,959	7,285	990	3,005	3,496	8,169	9,461	8,752	8,613	8,736	8,225	93,012
	2021	8,636	9,333	11,147	9,429	7,955	13,175	12,805	11,320	6,425	3,423	3,548	3,374	100,570
	2022	6,666	6,908	9,020	8,699	8,052	13,128	13,582	14,057	9,615	10,421	9,660	8,741	118,549
	2023	11,473	10,028	12,934	10,398	9,524	13,887	14,631	13,859	10,567				107,301
<i>Check-ins</i>														-
	2018	12,303	12,771	15,258	14,669	14,220	17,791	18,773	18,539	14,420	14,490	13,087	11,980	178,301
	2019	13,108	13,381	15,053	14,514	13,619	13,745	18,230	17,816	13,092	13,836	12,354	12,308	171,056
	2020	12,297	12,798	6,163	232	3,567	5,104	7,995	6,777	7,931	7,422	6,380	5,812	82,478
	2021	6,064	6,930	8,246	9,436	8,539	10,618	11,893	12,201	7,124	5,405	5,279	4,864	96,599
	2022	4,913	6,637	8,532	8,441	8,527	10,608	13,493	13,034	10,594	9,873	10,430	9,382	114,464
	2023	9,634	10,019	12,031	11,008	10,680	11,037	13,948	14,976	11,538				104,871
<i>Renewals</i>														-
	2018	5,371	5,333	8,729	6,698	6,807	7,936	6,803	5,884	5,275	5,090	4,693	4,589	73,208
	2019	4,850	4,521	5,202	5,155	4,378	4,506	6,292	5,414	4,557	4,896	4,637	4,666	59,074
	2020	4,192	4,058	2,404	92	84	805	3,344	3,071	3,319	3,219	3,324	3,876	31,788
	2021	4,113	4,156	4,676	4,262	3,952	4,160	4,758	4,937	1,290	535	1,229	2,023	40,091
	2022	2,405	2,658	3,760	3,475	3,558	3,571	4,362	4,184	3,466	3,758	3,575	3,326	42,098
	2023	3,504	3,331	3,944	3,725	3,458	3,532	4,422	4,377	3,697				33,990
<i>Total Physical Circulation</i>														-
	2018	18,637	18,327	24,882	20,800	22,207	27,386	25,312	23,714	18,802	18,959	17,982	16,028	253,036
	2019	19,604	18,006	20,769	18,983	17,243	21,217	24,651	21,676	16,977	18,506	17,207	15,492	230,331
	2020	17,513	17,017	9,689	1,082	3,089	4,301	11,513	12,532	12,071	11,832	12,060	12,101	124,800
	2021	12,749	13,489	15,823	13,691	11,907	17,335	17,563	16,257	7,715	3,958	4,777	5,397	140,661
	2022	9,071	9,566	12,780	12,174	11,610	16,699	17,944	18,241	13,081	14,179	13,235	12,067	160,647
	2023	11,473	13,359	16,878	14,123	12,982	17,419	19,053	18,236	14,264	-	-	-	137,787
<i>2022-2023 Increase / decrease</i>		2,402	3,793	4,098	1,949	1,372	720	1,109	(5)	1,183	(14,179)	(13,235)	(12,067)	(22,860)
<i>Digital Circulation</i>														
	2018	3,625	3,424	3,781	3,455	3,531	3,589	3,890	3,737	3,591	3,539	3,433	3,536	43,131
	2019	4,021	3,631	3,956	3,729	3,943	3,983	4,318	4,251	3,927	4,089	3,958	3,978	47,784
	2020	4,213	3,911	4,316	4,914	5,044	5,034	5,041	4,704	4,471	4,359	4,150	4,273	54,430
	2021	4,800	4,773	5,246	4,558	4,611	4,696	4,922	5,061	4,655	4,575	4,488	4,581	56,966
	2022	5,245	4,172	5,000	4,742	4,811	4,971	5,104	4,998	4,673	4,723	4,641	4,482	57,562
	2023	5,387	4,836	5,346	5,184	5,366	5,376	5,869	5,685	2,679				45,728
<i>2022-2023 Increase / decrease</i>		142	664	346	442	555	405	765	687	(1,994)	(4,723)	(4,641)	(4,482)	(11,834)
<i>Total Digital &amp; Physical Circulation</i>														
	2018	16,860	18,195	22,224	19,307	18,348	22,795	24,922	23,921	16,943	-	-	-	183,515
	2019	16,860	18,195	22,224	19,307	18,348	22,795	24,922	23,921	16,943	-	-	-	183,515
	2020	16,860	18,195	22,224	19,307	18,348	22,795	24,922	23,921	16,943	-	-	-	183,515
	2021	16,860	18,195	22,224	19,307	18,348	22,795	24,922	23,921	16,943	-	-	-	183,515
	2022	16,860	18,195	22,224	19,307	18,348	22,795	24,922	23,921	16,943	-	-	-	183,515
	2023	16,860	18,195	22,224	19,307	18,348	22,795	24,922	23,921	16,943	-	-	-	183,515
<i>% of Circulation Physical</i>														
	2018	53.8%	52.6%	57.5%	63.1%	63.3%	73.3%	72.0%	76.3%	77.2%	#DIV/0!	#DIV/0!	#DIV/0!	87.5%
	2019	53.8%	52.6%	57.5%	63.1%	63.3%	73.3%	72.0%	76.3%	77.2%	#DIV/0!	#DIV/0!	#DIV/0!	87.5%
	2020	53.8%	52.6%	57.5%	63.1%	63.3%	73.3%	72.0%	76.3%	77.2%	#DIV/0!	#DIV/0!	#DIV/0!	87.5%
	2021	53.8%	52.6%	57.5%	63.1%	63.3%	73.3%	72.0%	76.3%	77.2%	#DIV/0!	#DIV/0!	#DIV/0!	87.5%
	2022	53.8%	52.6%	57.5%	63.1%	63.3%	73.3%	72.0%	76.3%	77.2%	#DIV/0!	#DIV/0!	#DIV/0!	87.5%
	2023	53.8%	52.6%	57.5%	63.1%	63.3%	73.3%	72.0%	76.3%	77.2%	#DIV/0!	#DIV/0!	#DIV/0!	87.5%
<i>% of Circulation Digital</i>														
	2018	31.1%	22.9%	22.5%	24.6%	26.2%	21.8%	20.5%	20.9%	27.6%	#DIV/0!	#DIV/0!	#DIV/0!	31.4%
	2019	31.1%	22.9%	22.5%	24.6%	26.2%	21.8%	20.5%	20.9%	27.6%	#DIV/0!	#DIV/0!	#DIV/0!	31.4%
	2020	31.1%	22.9%	22.5%	24.6%	26.2%	21.8%	20.5%	20.9%	27.6%	#DIV/0!	#DIV/0!	#DIV/0!	31.4%
	2021	31.1%	22.9%	22.5%	24.6%	26.2%	21.8%	20.5%	20.9%	27.6%	#DIV/0!	#DIV/0!	#DIV/0!	31.4%
	2022	31.1%	22.9%	22.5%	24.6%	26.2%	21.8%	20.5%	20.9%	27.6%	#DIV/0!	#DIV/0!	#DIV/0!	31.4%
	2023	31.1%	22.9%	22.5%	24.6%	26.2%	21.8%	20.5%	20.9%	27.6%	#DIV/0!	#DIV/0!	#DIV/0!	31.4%
<i>Materials Statistics</i>														
	2018	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date



	2022	88	98	94	107	124	222	144	114	96	73	96	50	1,306
	2023	145	99	119	123	119	250	179	195	125				1,354
Curbside Services		January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
Patron Pick-ups 2020		0	0	0	92	962	1197	501	357	376	347	311	344	4487
Patron Pick-ups 2021		351	310	329	249	105	65	65	32	372	1071	988	991	4928
Patron Pick-ups 2022		86	49	45	55	34	28	32	22	36	29	19	17	452
Patron Pick-ups 2023		26	29	27	17	25	24	24	18	17				207

## PUBLIC COMMENT GUIDELINES

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Background: This draft reflects the board's feedback from the August and September meetings.

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Proposed text:

Wisconsin law does not require governing boards to take public comments at meetings, but Trustees for the Hudson Area Public Library value input from community members. Therefore, the board has established a comment period at the beginning of regular meetings.

The following guidelines are meant ensure meetings are efficient, productive and aligned with state laws regarding open meetings and public records.

- Speakers are asked to state their name and address for the record. Speakers attending virtually will be asked to turn on their cameras to fully participate.
- The time allocated for public comment shall not exceed three minutes per speaker.
- Speakers cannot yield their time to another person.
- Board members cannot engage in discussion with speakers during the public comment period.
- The Board president or designee has the discretion to limit or end comments deemed redundant, threatening, harassing or abusive.
- The Board prohibits applause or heckling in response to a speaker's remarks and other conduct that disrupts the meeting or is disrespectful.

# PROPOSED BYLAWS

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The 2024 Library Board of Trustees will need to adopt bylaws for the new municipal library. It will be helpful to prepare proposed bylaws for the new members, which they can alter as they see fit. If language is required, it is highlighted in red.

The next section of the bylaws will be discussed at the November meeting.

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## **Article I Identification**

This organization is the Board of Trustees of the Hudson Area Public Library, located in Hudson, Wisconsin, established by the City of Hudson, Wisconsin according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

## **Article II Membership**

### **Section 1. Appointments**

Appointments are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 and 43.60.

According to 43.54(1)(a), the Board of Trustees shall consist of nine (9) members except as provided below in 43.60. Members shall be appointed by the Mayor of the City of Hudson subject to approval from the Common Council.

Vacancies for the unexpired portion of a term shall be filled in a like manner.

Members shall be residents of the City of Hudson except that not more than two members of the board may be residents of other municipalities. The City of Hudson municipal code provides that appointees who reside outside the City of Hudson must reside within the jurisdictions of the Town of St. Joseph, the Village of North Hudson, the Town of Hudson, or the Town of Troy.

One member of the Board shall be the Hudson public school district administrator or his/her designated representative.

Not more than one member of the municipal governing body shall at any one time be a member of the library board.

### **Section 2: Terms of Office**

Terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 and 43.60 and City of Hudson Municipal Code.

At the time of initial appointments on January 1, 2024, Board members will have terms designated as follows: 1/3 will serve a two-year term, 1/3 will serve a three-year term, and 1/3 will serve a four-year term. Upon expiration of each initial term, all terms thereafter shall be three-year terms which shall commence on the third Tuesday of April upon appointment.

### **Section 3. Disqualifications, Vacancies**

#### **CURRENT BYLAWS: Section 3. Disqualifications, Vacancies**

If a Trustee moves out of the political subdivision he/she represents, or if an elected official of a partner municipality is no longer serving as an elected official, their position shall be declared vacant. It shall be the duty of the President to notify the appointing official of the vacancy, and, by direction of the Board, may suggest to the appointing official up to three names of persons who may qualify to fill the position. When any Trustee fails to attend three consecutive meetings of the Board, or when any Trustee commits an act that is deemed to be in serious breach of the duties of the position as a member of the Board, the President, with consent of the Board, may notify the appointing official to request the disqualification of the Trustee and may suggest up to three persons to fill the position. The appointing authority may disqualify any trustee at its discretion. Vacancies or disqualifications for the unexpired portion of a term shall be filled per Section 1 and end on May 31st of the unexpired term.

**Suggested language:** If a Trustee moves from the city/town/village from which his/her appointment was based, their position shall be declared vacant. It shall be the duty of the President to notify the City of Hudson Mayor of the vacancy and, by direction of the Board, may suggest to the Mayor up to three names of persons who may qualify for the position.

When any Trustee fails to attend at least three consecutive regular meetings of the board, the board president or vice president may recommend to the Common Council that the member be replaced.

If a Trustee commits an act that is deemed to be in serious breach of the duties of the position of Trustee, the President, with the consent of the Board, may notify the Mayor to request the disqualification of the Trustee and may suggest up to three persons to fill the position.

Vacancies for the unexpired portion of any term shall be filled according to *Section 1. Appointments*.

### **Article III Officers**

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

## Section 1. Election of Officers

Initial officer elections shall occur at the first meeting of the Library Board in January 2024. Thereafter, officer elections shall occur at the first meeting after the third Tuesday of April. The Library Board shall elect from its members a president and any other officers deemed necessary to serve for a period of one year.

**CURRENT BYLAWS:** The officers shall include a President and Vice-President and be elected from the appointed Trustees at the annual meeting of the Board. Vacancies in either office shall be filled by an election from the appointed trustees at the next regular meeting of the Board after the vacancy occurs.

### Suggested language:

The officers shall include a President and Vice-President and be elected from the appointed Trustees at the first meeting of the Library Board in January 2024. Thereafter, officer elections shall occur at the first meeting after the third Tuesday of April. Vacancies in either office shall be filled by an election from the appointed trustees at the next regular meeting of the Board after the vacancy occurs.

## Section 2: Terms

**CURRENT BYLAWS:** Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. There is no limit on the number of one-year terms that an officer may serve.

**Suggested language:** Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs. No member shall hold more than one office at a time.

## Section 3: President

**CURRENT BYLAWS:** The President shall set the agenda and preside at all meetings of the Board, authorize calls for any special meetings, be responsible for the proper posting and publication of all regular and special meetings and their agendas, insure all aspects of the Open Meeting Law are complied with, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, co-sign all checks drawn on trust or endowment funds, conduct annual performance appraisals for the Library Director, and with the Library Director, prepare the annual budget for presentation to the Board, and generally perform all duties associated with the office.

**Suggested language:** The president, working with the Library Director, shall set the meeting agendas. Additionally, the president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

#### **Section 4: Vice president.**

**CURRENT BYLAWS:** The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

**Suggested language:** The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

#### **Section 5: Secretary**

**CURRENT BYLAWS:** A recording Secretary may be appointed by the President. The President shall assign the duties of the Secretary. The Secretary's (or designated substitute's) presence is required at all open meetings of the Board, and at closed sessions based upon the subject discussed during the closed session. The Secretary is responsible to keep true and accurate records of all meetings and perform duties generally associated with that office.

**Suggested language:** A recording Secretary may be appointed by the President. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

#### **Section 6: Treasurer**

**CURRENT BYLAWS:** A Treasurer may be appointed by the Board to work with the City of Hudson Finance Director. The City of Hudson Finance Director shall act as the fiscal agent to receive and maintain accounts for all disbursed library funds.

Suggested: do not include

## **Article IV Meetings**

#### **Section 1. Regular Meetings.**

**CURRENT BYLAWS AND SUGGESTED:** The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

#### **Section 2. Annual Meeting.**



The annual meeting, which shall be for the purpose of the election of officers, shall occur at the first meeting after the third Tuesday of April.

*Note: This doesn't have to be the annual meeting where meeting dates, holidays, library hours are set; but the city code has set this date for electing officers.*

### Section 3. Order of business

**CURRENT BYLAWS AND SUGGESTED:** The order of business for regular meetings shall include, but not be limited to, the following items:

- Call to order
- Roll call of members, introduction of visitors
- Next meeting date
- Disposition of minutes of previous meeting and any intervening special or closed meeting
- Citizen comments
- President's report
- Library Director's report
- Committee reports
- Suggested future agenda items
- Adjournment

### Section 4. Special Meetings.

**CURRENT BYLAWS:** Special meetings may be called at the direction of the President for the transaction of business as stated in the call for the meeting.

**For consideration:** Special meetings may be called by the library director or designee at the direction of the president, and shall be called at the written request of \_\_\_\_\_ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given to all trustees. In no case may less than two hours notice be given.

**Section 5. Minutes.** Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

### Section 6. Quorum.

A majority of the membership of the Board constitutes a quorum.

**CURRENT BYLAWS:** A quorum for the transaction of business at any meeting shall consist of five (5) Trustees present in person at the designated meeting location. If the Board has approved a remote participation and voting exception, the Trustees participating remotely shall be counted for the purposes of establishing a quorum.

Note: According to 43.54(1)(a) a majority of the membership of the Board constitutes a quorum except that three or more members shall constitute a quorum only for the purpose of approving payment of

bills. To include this in the bylaws, the Council would need to amend the city code. If there's a resignation, is five still required? This should also be decided and reflected in the city code.

**Suggested language:** A majority of the membership of the Board (five members) constitutes a quorum present in person at the designated meeting location.

For the purposes of approving the payment of bills when the threshold for a quorum has not been met, the board, according to 43.54(1)(a) will have a quorum of three or more members for the purpose of approving payment of the bills. No other discussion or business is permitted.

**Section 7. Open Meetings Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98). Note quorum exception in Section 6: Quorum.

## Section 8. Trustee Participation

**CURRENT BYLAWS** and **suggested language:**

Trustees are encouraged to be physically present at board and committee meetings.

Trustees not physically present may participate in board and committee meetings remotely, via phone or Internet, but may not vote on any actions unless the Board has approved a remote-voting exception.

The Board may approve a remote voting exception for Trustees for a period not to exceed one year. The remote-voting exception shall be effective immediately. The Board may renew the exception for a period not to exceed one year. There are no limitations on the number of renewals.

The remote voting exception applies exclusively to open meetings unless the Board approves a separate exception under Section 9.

Public boards are not required to use online platforms to broadcast an open meeting live. If the Board is providing an online option for a Trustee to participate and vote remotely, the Board must also allow members of the public to attend the open meeting remotely and participate remotely according to the same policies and practices established for in-person meetings.

## Section 9 Closed Sessions

**CURRENT BYLAWS:** Closed sessions are restricted to physically present Trustees and physically present individuals who are pertinent to the subject of the closed session.

Trustees may not participate remotely or vote remotely in closed sessions unless the Board has approved a remote participation and voting exception.

The Board may approve a remote participation and voting exception for Trustees for a period not to exceed one year. The remote participation and voting exception for Trustees shall be effective immediately. The Board may renew the exception for a period not to exceed one year. There are no limitations on the number of renewals.

If the Board approves the remote participation and voting exception for Trustees, individuals who are pertinent to the subject of the closed meeting are also allowed to participate remotely.

Closed sessions shall not be recorded.

**Suggested language:**

Closed sessions are restricted to physically present Trustees and physically present individuals who are pertinent to the subject of the closed session.

**Section 10. Parliamentary Authority.**

**CURRENT BYLAWS and suggested language:**

Robert's Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the meetings.

# CITY ORDINANCE: MUNICIPAL LIBRARY

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**ORDINANCE NO. 9 - 23  
AN ORDINANCE AMENDING  
THE MUNICIPAL CODE  
OF THE CITY OF HUDSON, WISCONSIN**

Upon review, recommendation, and consideration by the City of Hudson Common Council, the Common Council does ordain that Municipal Code Section 14-6 is hereby amended to read as follows:

§ 14-6. Library Board. [Amended by Ord. No. 5-96; 1-20-2003 by Ord. No. 25-02]

A. Establishment and authority. The Hudson Area Public Library shall be governed by a Library Board which shall have all the authority, responsibility, and duties as provided for by Wis. Stat. 43.58. The Library Board shall act as an independent entity, and may ***establish bylaws and policies*** as it deems necessary, desirable and consistent with its authority and responsibilities under Wis. Stat. 43.58.

B. Membership of Library Board. The Library Board shall consist of nine (9) members. Not more than two of the members of the Library Board may reside outside the City, but must reside within the jurisdictions of the Town of St. Joseph, Village of North Hudson, Town of Hudson or Town of Troy. One member shall be the Hudson public school district administrator or his/her designated representative. In addition to the nine (9) Board members, if St. Croix County is entitled to appoint additional members by State law, the Board may contain additional members in excess of the nine (9) members. Not more than one member of the Common Council shall, at any one time, be a member of the Library Board.

C. Appointment procedure and compensation. Board members shall be appointed by the Mayor, subject to confirmation by the Common Council. Vacancies for the unexpired portion of a term shall be filled in a like manner. Library Board members shall serve without compensation.

D. Term. At the time of initial appointments on January 1, 2024, Board members will have terms designated as follows: 1/3 will serve a two-year term, 1/3 will serve a three-year term, and 1/3 will serve a four-year term. Upon expiration of each initial term, all terms thereafter shall be three-year terms which shall commence on the third Tuesday of April upon appointment.

***Note: The City Administrator/Mayor will have the term lengths assigned to individual members soon.***

E. Election of officers; quorum. Initial officer elections shall occur at the first meeting of the Library Board in January 2024. Thereafter, officer elections shall occur at the first meeting

after the third Tuesday of April. The Library Board shall elect from its members a president and any other officers deemed necessary to serve for a period of one year. A majority of the membership of the Board constitutes a quorum.

[25466-35177/3253359/1]

***Note: WI statutes allow a quorum exception for library boards:***

***43.54 Municipal library board composition.***

***(1)***

***(e) A majority of the membership of a library board constitutes a quorum, but any such board may, by regulation, provide that 3 or more members thereof shall constitute a quorum. For library boards organized under par. (am), a majority of those seats on the board that are currently filled constitutes a quorum.***

Since the quorum has been written in the municipal code, we have to request it be amended to allow three members to constitute a quorum only to approve bill payment. No other business may be discussed or conducted. The city accountant is hesitant to pay any library bills without, at a minimum, the signature of the board president. And the board president may be hesitant to authorize payment as an individual member without a vote.

F. Severability clause. If any provision of this section shall be held void or unenforceable by a court of competent jurisdiction, said judgment shall not impair, affect, or invalidate the remainder of the section.

G. Effective Date. This section shall become effective January 1, 2024

## **Hudson Area Joint Library Bylaws**

Approved by Board of Trustees: July 28, 2022

Effective Date: June 13, 2013

### **ARTICLE I—Identification**

The name of this organization is the Hudson Area Joint Library, located in Hudson, Wisconsin, existing by virtue of a Joint Library Agreement in accordance with Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said agreement and statute. The Hudson Area Joint Library is commonly known as “the Hudson Area Public Library” and is hereinafter referred to as the “Library.”

### **ARTICLE II—Board of Trustees**

#### **Section 1 Number and Qualifications**

The governing body of the Library shall consist of an eight-member Board of Trustees, (hereinafter referred to as the “Board”). The Board representation shall include three representatives from the City of Hudson, two representatives from the Town of Hudson, one representative from the Village of North Hudson, one representative from the Town of St. Joseph, and one representative from the School District of Hudson. The seven municipal Board memberships are based on population, and shall be revised after each federal census if needed to maintain proportional representation. Representatives shall be appointed and vacancies shall be filled by the presiding officers of the governing body of each entity (hereinafter known as the “Appointing Official”) and confirmed by the respective governing body of each entity (hereinafter known as the “Appointing Authority”). The Appointing Officials and Appointing Authorities include the Mayor of the City of Hudson and City Council, the Village President of the Village of North Hudson and the Village Board of Trustees, the Town Chairperson of the Town of Hudson and the Town Board of Supervisors, the Town Chairperson of the Town of St. Joseph and the Town Board of Supervisors, and the Superintendent of Schools for the School District of Hudson and its Board of Education.

#### **Section 2 Term of Office**

The initial three (3) year term shall begin on June 1 of the year of appointment and subsequent three (3) year terms shall also begin on June 1.

#### **Section 3 Disqualifications, Vacancies**

If a Trustee moves out of the political subdivision he/she represents, or if an elected official of a partner municipality is no longer serving as an elected official, their position shall be declared vacant. It shall be the duty of the President to notify the appointing official of the vacancy, and, by direction of the Board, may suggest to the appointing official up to three names of persons who may qualify to fill the position. When any Trustee fails to attend three consecutive meetings of the Board, or when any Trustee commits an act that is deemed to be in serious breach of the duties of the position as a member of the Board, the President, with consent of the Board, may notify the appointing official to request the disqualification of the Trustee and may suggest up to three persons to fill the position. The appointing authority may disqualify any trustee at its discretion. Vacancies or disqualifications for the unexpired portion of a term shall be filled per Section 1 and end on May 31st of the unexpired term. The appointee may be appointed

to a subsequent three-year term beginning June 1st by the appointing authority.

## **ARTICLE III—Officers**

### **Section 1 Election of Officers**

The officers shall include a President and Vice-President and be elected from the appointed Trustees at the annual meeting of the Board. Vacancies in either office shall be filled by an election from the appointed trustees at the next regular meeting of the Board after the vacancy occurs.

### **Section 2 Terms**

Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. There is no limit on the number of one-year terms that an officer may serve.

### **Section 3 President**

The President shall set the agenda and preside at all meetings of the Board, authorize calls for any special meetings, be responsible for the proper posting and publication of all regular and special meetings and their agendas, insure all aspects of the Open Meeting Law are complied with, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, co-sign all checks drawn on trust or endowment funds, conduct annual performance appraisals for the Library Director, and with the Library Director, prepare the annual budget for presentation to the Board, and generally perform all duties associated with the office.

### **Section 4 Vice President**

The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

### **Section 5 Secretary**

A recording Secretary may be appointed by the President. The President shall assign the duties of the Secretary. The Secretary's (or designated substitute's) presence is required at all open meetings of the Board, and at closed sessions based upon the subject discussed during the closed session. The Secretary is responsible to keep true and accurate records of all meetings and perform duties generally associated with that office.

### **Section 6 Treasurer**

A Treasurer may be appointed by the Board to work with the City of Hudson Finance Director. The City of Hudson Finance Director shall act as the fiscal agent to receive and maintain accounts for all disbursed library funds.

## **ARTICLE IV—Meetings**

### **Section 1 Regular Meetings**

The regular meetings shall be held each month, the date, location and hour to be set by the Board at its Annual Meeting.

### **Section 2 Annual Meetings**

The Annual Meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

### **Section 3 Order of Business**

The order of business for regular meetings shall include, but not be limited to, the following items:

- Call to order
- Roll call of members, introduction of visitors
- Next meeting date
- Disposition of minutes of previous meeting and any intervening special or closed meeting
- Citizen comments
- President's report
- Library Director's report
- Committee reports
- Suggested future agenda items
- Adjournment

### **Section 4 Special Meetings**

Special meetings may be called at the direction of the President for the transaction of business as stated in the call for the meeting.

### **Section 5 Quorum**

A quorum for the transaction of business at any meeting shall consist of five (5) Trustees present in person at the designated meeting location. If the Board has approved a remote participation and voting exception, the Trustees participating remotely shall be counted for the purposes of establishing a quorum.

### **Section 6 Trustee Participation**

Trustees are encouraged to be physically present at board and committee meetings.

Trustees not physically present may participate in board and committee meetings remotely, via phone or Internet, but may not vote on any actions unless the Board has approved a remote-voting exception.

The Board may approve a remote voting exception for Trustees for a period not to exceed one year. The remote-voting exception shall be effective immediately. The Board may renew the exception for a period not to exceed one year. There are no limitations on the number of renewals.

The remote voting exception applies exclusively to open meetings unless the Board approves a separate exception under Section 7.

Public boards are not required to use online platforms to broadcast an open meeting live. If the Board is providing an online option for a Trustee to participate and vote remotely, the Board must also allow members of the public to attend the open meeting remotely and participate remotely according to the same policies and practices established for in-person meetings.

### **Section 7 Closed Sessions**

Closed sessions are restricted to physically present Trustees and physically present individuals who are pertinent to the subject of the closed session.

Trustees may not participate remotely or vote remotely in closed sessions unless the Board has approved a remote participation and voting exception.

The Board may approve a remote participation and voting exception for Trustees for a period not to exceed one year. The remote participation and voting exception for Trustees shall be effective immediately. The Board may renew the exception for a period not to exceed one year. There are no limitations on the number of renewals.



If the Board approves the remote participation and voting exception for Trustees, individuals who are pertinent to the subject of the closed meeting are also allowed to participate remotely.

Closed sessions shall not be recorded.

### **Section 8 Parliamentary Authority**

Robert's Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the meetings.

## **ARTICLE V—Committees**

### **Section 1 Standing Committees**

Standing Committees shall be established by the President of the Board and their members appointed by the President subject to approval by the Board. Committee charters shall be established by the Board and reviewed on an annual basis. Standing Committees shall include Policy and Personnel and Finance. Committees shall include a minimum of one member of the Board, and may include staff representatives and general public members.

### **Section 2 Ad Hoc Committees**

Ad Hoc Committees for special purposes will be established by the President of the Board to serve until the final report of the work for which they were appointed has been filed. Members are appointed by the President, subject to the approval of the Board by simple majority. Ad Hoc Committees shall serve at the discretion of the Board President. Committee charters shall be established by the Board before the first meeting of the Ad Hoc committee. Committees shall include a minimum of one member of the Board, and may include staff representatives and general public members.

### **Section 3 Reporting**

All committees shall make a progress report to the Board at each Board meeting.

### **Section 4 Limitation of Authority**

Committees will have only advisory powers, unless, by suitable action of the Board, it is granted specific power to act.

## **ARTICLE VI—Duties of the Board of Trustees**

### **Section 1**

Determine the policies of the Library and provide the highest possible value for the community.

### **Section 2**

Select and appoint a Library Director based upon the current job description and annually review his/her performance.

### **Section 3**

Review and approve the proposed annual budget. Review and approve the proposed annual funding request for presentation to the partners' governing boards for their consideration.

### **Section 4**

Review library facility to determine what may be needed to support the total library program.

### **Section 5**

Study and support legislation that will bring about the greatest good to the greatest number of Library users.

### **Section 6**

Cooperate with the Library Director, other public officials and boards, and maintain positive public relations.

## **ARTICLE VII—Library Director**

The Library Director shall have sole charge of the administration of the library under the direction and review of the Board. The Library Director shall be held responsible as set forth in the Job Description of the Library Director as amended from time to time. The Director shall attend all meetings of the Board but shall have no vote. If unable to attend a meeting of the Board, the Library Director shall appoint a designee from the staff to attend.

## **ARTICLE VIII—General**

### **Section 1 Voting**

An affirmative vote of the majority of all members of the Board physically present in person shall be necessary to approve any action before the Board. If the Board has approved the remote participation and voting exception, the members do not have to be physically present. The President may vote upon and may move or second a proposal before the Board.

### **Section 2 Suspension of Rules**

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with the business at hand, but such suspension, to be valid, may be taken only at a meeting at which all of the members of the Board shall be present and two-thirds of those present shall so approve.

### **Section 3 Amendments to the Bylaws**

These Bylaws may be amended at any regular meeting of the Board provided a properly noticed agenda item is posted and/or published in compliance with the Wisconsin's Open Meeting Law. Notice of the proposed amendment(s) shall have been mailed or emailed to all members of the Board at least five (5) days prior to the meeting at which such action is proposed to be taken.

A minimum of six votes is required to approve the proposed amendment(s).

### **Section 4**

Once adopted, any amendment or restatement of these Bylaws shall be delivered to the respective clerks of the governing bodies for informational purposes only, as no additional approval from them is required.

***These bylaws will be in force upon adoption by the Board of Trustees of the Hudson Area Joint Library on the 18 day of June 2013.***

Revised April 11, 2005. Article IV, Section 2. Delete the words: "and the adoption of the annual report," and change February, January to June.

Revised May 10, 2010 Article I, Add the following sentence: "The facility it operates is known as the Hudson Area Library."

Revised May 10, 2010 Article II, Section I. Add the following sentence: The seven municipal board memberships are based on population, and shall be revised after each federal census if needed to maintain proportional representation. Representatives shall be appointed by the presiding officers and confirmed by the governing body of each entity.

Revised June 18, 2013. Article I. Section. Identification.

Add to Lines 11-12: The Hudson Area Joint Library is commonly known as "the Hudson Area Library" and is hereinafter referred to as "Library."

Revised June 18, 2013. Article II. Section. Board of Trustees.

Add Lines 26-32. Appointing Officials and Appointing Authorities

Revised June 18, 2013. Article II. Section 2. Term of Office.

Delete: The term of office of trustees shall be three years with unlimited terms. Vacancies for the un-expired portion of a term shall be filled per Section 1.

Add to Lines 34-35. Term of three years beginning June 1.

Revised June 18, 2013. Article II. Section 2. Term of Office.

Add to Lines 45-49. Vacancies and/or disqualification.

Revised June 18, 2013. Article III. Section 1-6. Officers.

Delete: A nominating committee may be appointed by the president two months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Add to Lines 60-61. Terms.

Add to Lines 83-85. Treasurer.

Revised June 18, 2013. Article IV. Section 1-8. Meetings.

Add to Lines 123-125. Closed Sessions.

Revised June 18, 2013. Article VII. Library Director.

Delete: ...for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget.