

Hudson Area Public Library
Library Board of Trustees
Meeting Minutes
August 20, 2024

- 1. Call to order at 7:02 P.M. by Trustee Bryan Wells. Roll call, certification of quorum, certification of compliance with Wisconsin open meeting laws and public records laws, introduction of visitors and guests.**
Board members present: Bryan Wells, Chad Wiertzema, Barb Peterson, Gerry Klecker, Sammi Dittloff, Bill Fehrenbach
Board members absent: Paul Berning, Rich O'Connor, Kimberly Osterhues
Staff members present: Michelle Saifullah, Annie Goldberg
Staff member absent: Shelley Tougas
- 2. Citizen Comments**
None
- 3. ACTION ITEM: CONSENT AGENDA**
Motion by Fehrenbach to approve consent agenda items
Second by Peterson
Discussion: None
Vote Taken: MOTION CARRIED – 6 AYES/0 NAYS
- 4. Presentations:**
Friends of the Library: None
Hudson Area Library Foundation: Klecker reported that the cost analysis and timetable study of library expansion options by Architecture Firm, Leo A Daly, is underway. Klecker also reported that the Hudson Area Library Foundation is planning its annual fundraising campaign.
- 5. Updates and Reports**
President's updates: None
City of Hudson update: None
Hudson School District update: None
- 6. Committee Updates**
Policy and Personnel: Peterson reported she will be bringing the idea of instituting a Conflict of Interest policy for the Board of Trustees to the next Policy and Personnel meeting.
Finance: Agenda items completed.
- 7. Director's Report**
The written report was presented by Saifullah in the absence of Director Shelley Tougas.
- 8. Presentation**
Sara O'Brien (Youth Services Librarian) presented the new Baby Storytime Kits she created after completing a course through UW-iSchool. O'Brien also presented on the growing popularity of the Young Adults with Disabilities (YAWD) library programming.
- 9. DISCUSSION AND POTENTIAL ACTION ITEMS:** Ad hoc committee appointments: AI and Operations
Motion Klecker to approve the appointments for the following ad hoc committees:
AI Library Integration: Dittloff, Wiertzema, Berning (or a citizen member) and staff members Matt Campana and Christopher Mick.

Library Operations and Facility Structure: Fehrenbach, Wells, staff member Shelley Tougas, staff member Michelle Saifullah and an additional appointment of Klecker

Second by Bill Fehrenbach

Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays

10. DISCUSSION AND POTENTIAL ACTION ITEM: Charters for AI and Operations ad hoc committees

Motion by Wells to approve charters for AI Library Integration and Library Operations and Facility Structure

Second by Peterson

Discussion: Barb Peterson asked about the operational definition of Artificial Intelligence (AI) as it pertains to the charge of the ad hoc committee. Sammi Dittloff proposed that an additional charge of the ad hoc committee be added to determine the operational definition as it pertains to the purpose of the AI Library Integration committee. Committees must submit final report to the full board.

Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays

11. DISCUSSION AND POTENTIAL ACTION ITEM: Budget request update

No update.

12. DISCUSSION AND POTENTIAL ACTION ITEM: Calendar change and staff development

Library staff are invited to attend the city-wide staff development day regarding customer service on October 11, 2024. Michelle Saifullah requested that the library be closed on Friday, October 11th instead of on Monday, October 14th.

Motion by Peterson to approve the change to the 2024 Holidays and Closures calendar- library will be closed on October 11, 2024 for professional development and open on October 14, 2024.

Second by:

Discussion: None

Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays

13. DISCUSSION: Facility process and progress

Gerry Klecker reported on the initial brainstorming meeting with the architects from Leo A Daly. Bill Fehrenbach asked whether the findings from Library Strategies are being considered in the concepts being analyzed.

14. Future agenda items

Conflict of Interest Policy

Approval of concepts being pursued by Architectural Firm, Leo A Daly

15. Adjourn

Motion by Wells to adjourn at 7:43 P.M.

Seconded by Wiertzema

Vote Taken: MOTION CARRIED – 6 Ayes/0 Nays

Respectfully submitted,

Annie Goldberg