



**Hudson Area Public Library
Library Board of Trustees
Meeting Minutes
July 16, 2024**

- 1. Call to order at 7:05 p.m. by Trustee Gerry Klecker. 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 (arrived at 7:35) Bill Fehrenbach, Barb Peterson, Rich O'Connor, Gerry Klecker, Chad Wiertzema, Sammi Dittloff.

Board members absent: Bryan Wells, Barb Peterson

Staff: Shelley Tougas, Michelle Saifullah

- 2. Citizen Comments**

None

- 3. ACTION ITEM: CONSENT AGENDA**

Motion by Fehrenbach to approve consent agenda items

Second by O'Connor

Discussion: None

Vote Taken: MOTION CARRIED - 7 Ayes/0 Nays

- 4. Presentations**

Friends of the Library: Tougas reported the Everbright wall is scheduled for installation in July.

Hudson Area Library Foundation: Klecker reported the Foundation is planning the annual campaign.

- 5. Updates and reports**

President's update: None

City of Hudson update: None

Hudson School District update: None

- 6. Committee Updates**

Policy and Personnel: Policies are on the agenda

Finance: Budget request is on the agenda

7. Director's Report

The written report was presented by Tougas.

8. Discussion: Circulation and Library Use Report

The written report was presented by Tougas.

9. Discussion: Inflation and library budget

The written report was presented by Tougas.

10. Discussion and potential action item: Policy and Personnel Committee Charter

Motion by Fehrenbach to approve PPC charter

Second by Klecker

Discussion: None

Vote Taken: MOTION CARRIED - 7 Ayes/0 Nays

11. Discussion and potential action item: Policy: Inclement Weather and Emergency Closures

Motion by Fehrenbach to approve the revised Inclement Weather and Emergency Closures policy

Second by Osterhues

Discussion: None

Vote Taken: MOTION CARRIED - 7 Ayes/0 Nays

12. Discussion and potential action item: Policy: Unattended Children and Vulnerable Adults

Motion by Fehrenbach to approve the revised Unattended Children and Vulnerable Adults Policy.

Second by Osterhues

Discussion: Tougas described changes to the current policy

Vote Taken: MOTION CARRIED - 7 Ayes/0 Nays

13. Discussion and potential action item: Policy (new): HAPL Branded Clothing

Motion by Fehrenbach to approve the new HAPL Branding Clothing Policy.

Second by O'Connor

Discussion: Tougas explained the reasoning behind the policy.

Vote Taken: MOTION CARRIED - 7 Ayes/0 Nays

14. Discussion and potential action item: Policy (new): Youth Protection Policy

Motion by Fehrenbach to approve the new Youth Protection Policy

Second by Wiertzema

Discussion: Tougas explained the reasoning behind the policy.

Vote Taken: MOTION CARRIED - 7 Ayes/0 Nays

15. Discussion and potential action item: Ad hoc committees

No vote taken. Staff will bring back proposed charters for two committees: AI integration into the library's building plans and the impact of building configuration on operations.

16. Discussion and potential action item: Foundation and cost estimates for building options

Motion by Klecker to request that the Library Foundation fund a cost analysis and timetable study of library expansion options with the architectural firm Leo A. Daly at a cost of up to \$31,800.

Second by Fehrenbach

Discussion: Klecker explained the components of the study.

Vote Taken: MOTION CARRIED - 7 Ayes/0 Nays

17. Discussion and potential action item: City budget request

Motion by Klecker to approve Finance Committee's recommended initial budget request of \$33,900 to cover COLA for staff and potential insurance increases and request a fee reduction of \$38,350.

Second by Fehrenbach

Discussion: Tougas discussed the budget process

Vote Taken: MOTION CARRIED - 6 Ayes/0 Nays/1 Abstention (O'Connor)

18. FUTURE AGENDA ITEMS:

Building discussion

19. Adjourn:

Motion to adjourn at 8:20 by O'Connor

Second by Klecker

Vote Taken: MOTION CARRIED – 7 Ayes/0 Nay

Respectfully submitted,

Shelley Tougas