



**Meeting Agenda of the Hudson Area Joint Library Board
Personnel & Policy Committee
October 18, 2016, 5:30 PM
Hudson Area Public Library
700 First Street, Hudson WI**

1. Call to Order
2. Roll Call, certification of quorum, certification of compliance with WI open meeting laws and public records laws.
3. **ACTION ITEM:** Approve Agenda
4. **ACTION ITEM:** Approve Minutes (June 2016, July 2016, August 2016) .
5. **ACTION ITEM:** Set Date for next meeting, if needed.
6. **ACTION ITEM:** CLOSED SESSION: In accordance with Wisconsin Statute 19.85(1)(B) to consider Library Director's Evaluation
7. **ACTION ITEM:** Reconvene into open session for possible action on Library Director Evaluation
8. Committee comments and items for future agendas
9. **ACTION ITEM:** Adjourn

Board of Trustees Personnel & Policy Committee Members: Barbara Peterson, Kathleen Coppenbarger, Curt Weese, and Marion Shaw

Emailed to committee members, joint municipalities, and media on October 11, 2016.

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. 105

*The Hudson Area Public Library is a center for lifelong learning,
where the community gathers and knowledge flows freely.*



Hudson Area Joint Library Personnel & Policy Committee
UNAPPROVED Meeting Minutes
June 2, 2016, 5:30 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016

1. Meeting called to order at 5:32 p.m. by PETERSON
2. Roll Call: Committee Members Present: Barbara Peterson, Katie Coppenbarger, and Marion Shaw; Committee Member Absent: Curt Weese
Library Staff Present: Tina Norris, Library Director
3. **ACTION ITEM:** Approve Agenda—Motion by Shaw to approve agenda; second by Coppenbarger. **UNANIMOUSLY APPROVED**
4. **ACTION ITEM:** Set Date for next meeting, if needed— Next meeting set for June 30, 2016 at 5:30 p.m. by consensus.
5. **ACTION ITEM:** Discussion and possible recommendations of Director's evaluation—Motion by Coppenbarger to approve recommending evaluation process and timeline, as follows:
 - a. Begin evaluation process in August- September 2016—solicitation of input from board members, as well as Library Foundation and Friends of the Library presidents;
 - b. October 2016: Evaluation ready for review by board.
 - c. November 2016: Review with Library Director and goals for 2017 developed
 - d. December 2016: Board endorses goals
6. **ACTION ITEM:** Discussion and possible recommendations on Library's Organizational Chart—Motion by Shaw; second by Coppenbarger to recommend approval of organizational chart as presented.
7. **ACTION ITEM:** Discussion and possible recommendations on Library Job Descriptions—Motion by COPPENBARGER; second by SHAW to recommend approval of library job descriptions as presented.
8. **ACTION ITEM:** Discussion and possible recommendations on Library Policy & Procedures Manual—
9. Motion by PETERSON; second by COPPENBARGER. Vote taken: 2 ayes (Peterson / Coppenbarger) 1 nay (Shaw) **Motion Approved to recommend the following policies for approval by board:**
 - i. Bylaws: change the common name of the library from "Hudson Area Library" to "Hudson Area Public Library" (recommend to approve)
 - ii. Library Operations recommend to approve, as follows:
 1. Days and Hours of service: approve as presented
 2. Holidays 2016: Recommend holidays as with December 26, 2016 (Monday) in lieu of December 25, 2016 (Sunday)

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3. Recommend approval of subsequent years annually at December board meetings.
- iii. Library Safety & Security Policy
 1. Review and recommend to approve Disaster and Emergency Plan
 2. Recommend to approve Unattended Children and Vulnerable Adults
 3. Inclement Weather and Emergency Closing Policy
Recommend to approve after board discussion (Motion by Peterson; second by Coppenbarger) to recommend approval; Shaw opposed and requested to have policy separated into: snow policy and emergency closings policy
10. Other business
11. Committee comments and items for future agendas
12. **ACTION ITEM:** Adjournment COPPENBARGER motion to adjourn; second by SHAW.
UNANIMOUSLY APPROVED

Board of Trustees Personnel & Policy Committee Members: Barbara Peterson, Kathleen Coppenbarger, Curt Weese, and Marion Shaw

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Respectfully Submitted,

Tina L. Norris

Tina L. Norris, Director



Hudson Area Joint Library Personnel & Policy Committee
UNAPPROVED Meeting Minutes
July 13, 2016, 5:30 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016

1. Meeting called to order at 5:32 p.m. by PETERSON
2. Roll Call

Committee Members Present: Barbara Peterson, Katie Copenbarger, and Marion Shaw; and, Curt Weese Library Staff Present: Tina Norris, Library Director
3. **ACTION ITEM:** Approve Agenda—

Motion by Copenbarger to approve agenda; second by Shaw.
UNANIMOUSLY APPROVED
4. **ACTION ITEM:** Set Date for next meeting, if needed—

Next meeting set for August 3, 2016 at 5:30 p.m. by consensus.
5. **ACTION ITEM:** Discussion and possible action on Library Policies:
 - a. **Collection Development Policy revision:**
 - b. Weese motion to recommend; second by Copenbarger; **UNANIMOUSLY APPROVED**
 - c. **Library Cards & Circulation Policy:**
 - d. After discussion, motion by Weese; second by Copenbarger, to recommend to board for approval after recommended changes and removal of Lawn Game Collection policy. Vote taken: **UNANIMOUSLY APPROVED.**
 - e. **Patron Responsibility and Conduct Policy:**
 - f. Motion by Weese, second by Shaw to recommend to board for approval with recommended changes. **UNANIMOUSLY APPROVED.**
 - g. **Confidentiality of Patron Records:** To be re-drafted
6. Other business
7. Committee comments and items for future agendas
Weese wants Committee to draft Display policy; not director. Director will provide examples of policies from other libraries; Shaw inquired about Inclement Weather policy; Norris noted it will be brought back once the policy has been re-worked

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8. **ACTION ITEM:** Adjournment: Weese motion to adjourn; second by SHAW.
UNANIMOUSLY APPROVED

Board of Trustees Personnel & Policy Committee Members: Barbara Peterson, Kathleen Coppenbarger, Curt Weese, and Marion Shaw

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Respectfully Submitted,

Tina L. Norris

Tina L. Norris, Director



UNAPPROVED Meeting Minutes
Hudson Area Joint Library Board Personnel & Policy Committee
August 3, 2016, 5:30 PM
Hudson Area Public Library
700 First Street, Hudson WI

1. Call to Order: Meeting called to order by PETERSON at 5:31 p.m.
2. Roll Call: Present-Barb Peterson, Katie Coppenbarger, and Marion Shaw. Curt Weese arrived at 5:35 p.m.
3. Approve Agenda: Motion by Shaw to approve agenda; second by Coppenbarger. Unanimously approved.
4. Set Date for next meeting, if needed. Next meeting set for September 14, 2016 at 5:30 p.m.
5. Review, discussion, and possible recommendation of compensation recommendations. Discussion of compensation study and recommendations. Motion by Coppenbarger to recommend full board review of recommendations; second by Weese. Vote taken: Ayes: Coppenbarger, Peterson, Weese. Opposed Shaw. Motion to recommend full board review approved.
6. Other business: Update on Library Director's review process: Peterson gave an overview and updated on the review process.
7. Committee comments and items for future agendas: Request by Shaw to have inclement weather policy on a future agenda. Request by Weese to have Bulletin Board and Display policies on a future agenda.
8. Adjourn: Motion to adjourn by Weese; second by Shaw. Unanimously approved. Committee adjourned at 6:30 p.m.

Respectfully Submitted,

Tina L. Norris

Tina L. Norris, Director

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