



**Hudson Area Joint Library Board of Trustees**  
**APPROVED Meeting Minutes**  
**February 20, 2018, 6:30 PM**  
**Hudson Area Public Library**  
**700 First Street, Hudson WI 54016**

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

Present: Shaw, Berning, Coppenbarger, Peterson, Schrock, Weese

Absent: Rich O'Connor, Dave Ostby

Staff: Tina Norris, Director

Other: Gloria Kramer

3. **ACTION ITEM:** Approval of Consent Agenda Items
  - a. *Approve meeting Agenda*
  - b. *Disposition of Minutes from November 21, 2018 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 2018 Budget vs. Actual to Date*
  - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2018 budget*
  - e. *Discussion and possible action on 2017 and 2018 budget comparison*

**ACTION TAKEN:**

**Motion to APPROVE the consent agenda by: Peterson**

**Second by: Berning**

**Discussion: NONE**

**Vote Taken: 6 Ayes 0 Nays MOTION APPROVED**

4. Citizen Comments—

Gloria Kramer noted that Family Fresh receipts are up to \$77,000. Kramer also noted that there are still many safety issues that need to be fixed and ponder whether she should take her issues up at the City Council meeting.
5. Presentations by supporting organizations
  - a. Friends of the Library— No report
  - b. Library Foundation— Peterson noted that the Foundation will meet tomorrow, February 21, 2018 and that the Foundation has created an advocacy committee which is working on creating an "elevator speech" and talking points. Additionally, she provided an update of the 2017 annual campaign, which has raised approximately \$39,000. She believes the amount for 2016 was approximately \$36,000.

6. President's comments, reports, and requests for action
  - a. Municipalities presentations update, discussion, and possible action.  
No updates at this time.

7. **ACTION ITEM:** *Director's Report, Statistics, and requests for action: Norris presented the monthly report and statistics for January 2018. Shaw questioned how the library closing on January 22, 2018 was handled. Norris advised that she contacted Board President Rich O'Connor to advise him that due to impending inclement weather the library would be closing. Shaw questioned whether the Library follows the Hudson School District closings. Norris stated the decision to close the Library is not based on what the Hudson School District decides to do, in fact the Director considers the advisement of the WI Department of Transportation, current weather conditions, and weather service advisories in making inclement weather decisions.*

- a. Presentation of monthly report and statistics
- b. Presentation of the 2017 -2018 Library Report (State Annual Report, Report to Stakeholders, and 2018 Action Plan: Norris presented the statistical review included in the Report to Stakeholders, this information includes statistics taken from the Annual State report, as well as a 3-year review. The report included an update on the current strategic plan and accomplishments in 2017, as well as a 2017 Financial Summary.

Marion Shaw stated that he believes the wireless countss are inflated because every person that walks through the door automatically connects and every kid has a cellphone, so those numbers are not accurate. Norris stated that this is not the case, and that there are access points throughout the library that count connections. Shaw disagreed. Norris will provide additional information regarding this topic at the March meeting.

The presentation of the 2018 Director's Action Plan included three (3) strategic goals: 1.) The Director will provide the Annual Review of the Library, Strategic Plan Update, and Funding Report to Joint Municipal partners, as well as meeting one-on-one with municipal leadership to advocate for the public library. 2.) Final implementation and assessment of the 2015 - 2018 Strategic Plan will be completed in 2018; and 3.) A strategic plan for 2018 - 2021 will be developed in collaboration with the Hudson Area Joint Library staff, Library Board, Library Foundations, Friends of the Library, and input from the Joint Municipal partners and the community at-large. Shaw questioned whether this would be presented to the Library Board or if the Library Director would have "carte blanche" in developing the plan. Peterson and Norris pointed out that the Action Plan clearly states that this is a collaborative effort with the Director taking the lead to ensure the completion of the project.

- c. **ACTION ITEM:** Approval of 2017 Annual State Report  
Motion to approve the annual state report by Peterson  
Second by: Coppenbarger  
Vote taken: 6 Ayes / 0 Nays **MOTION APPROVED**
- d. **ACTION ITEM:** Libray Director's 2018 Action Plan  
Motion to approve 2018 Director's Action Plan by Peterson  
Second by: Weese  
Vote taken: 6 Ayes / 0 Nays **MOTION APPROVED**
- e. **ACTION ITEM:** Request approval to publish Request for Proposals (RFP) for Architechct / Space Planning Consultant  
Motion by Berning to approve RFP Weese offers friendly amendment requesting that "as part of the proposal the number of books, how many more books could the library hold". Discussion about whether this was already included in the request. Berning withdrew his motion.  
Motion by Berning to approve RFP with the addition of "maximize space for volumes of books, and more efficient staff and public spaces" to the Project Characteristics.  
Second by: Weese  
Discussion: No additional  
Vote taken: 5 Ayes / 1 Nays (Shaw) **MOTION APPROVED**

8. **ACTION ITEM:** Finance Committee Report on and Recommendation of grants:

- a. Recommendation to expend up to \$20,000 FOL grant for the Children's Revitalization Project in 2018 contingent upon receipt of funds.  
Motion by Peterson to approve acceptance and use of the Friends of the Library funds in the amount of \$20,000.  
Second by Coppenbarger  
Discussion: None  
Vote Take: MOTION CARRIED (6 Ayes / 0 Nays)
- b. Recommendation to expend \$30,850 in grants from the Foundation as follows, 1.) Adult Programming expenditure line increased by \$7,200; 2.) Children's Programming expenditure line increased by \$11,400; 3.) Professional Development expenditure line increased by \$1,000; and, 4.) Technology line increased by \$11,250.  
Motion by Berning to approve grant expenditures.  
Second by Weese  
Discussion: None  
Vote Take: MOTION CARRIED (6 Ayes / 0 Nays)

9. **ACTION ITEM:** Finance committee recommendation to approve Fines Free Policy.

Norris presented the Fines Free Proposal. The proposal would eliminate fines for books, audiobooks, DVDs, CDs, and magazines. Special use items, including the Lucky Day collection, Rental DVDs, Book Club kits, other kits, Lawn Games, and other equipment would retain the current fine structure. Materials returned 21+ days after the due date would be billed for the cost of the item plus a non-refundable \$5 processing fee. Notices would be sent at 7 and 14 days with bill sent at 21 days. The proposal noted that the current breakeven point for collecting fines is \$1.80 and fines represent 1.98% of the libraries revenues. Additionally, the proposal noted the library's mission is to provide access to materials and resources. In addition to proposing the elimination of fines, the proposal included a strategy for bringing library user's back to the Hudson Area Public Library by providing payment plans for those who currently have outstanding fines. Under this plan, the patron would be allowed to use the Library, as long as they have a payment plan in place and are making payments. The strategy includes an incentive for signing up for the Summer Reading Program, as well as an opportunity for youth to read-down their fines - up to \$10.00. The goal is to bring back library patrons and ensure access to the library and its materials.

The discussion opened with Weese stating that fines are a moral issue and without fines there would be no consequences, so no-one would return their books. Norris pointed out that this is a trend that has taken hold and that has not been the case in libraries that have gone fine free. Shaw stated that people who don't return their books and pay their fines are "deadbeats" and "they shouldn't be able to use the library". Weese proposed "just raising the number of days people can keep the items and then if they don't return them fine them with a higher fine". After much discussion, Shaw motioned to table the issue until the March meeting. Second by Berning. Discussion: Shaw stated that he felt that Rich O'Connor should be part of the discussion. Norris noted that O'Connor supported the policy. Shaw stated that all members of the board should be part of the discussion.

Shaw called the question.

Vote Taken: 4 Ayes (Shaw, Weese, Schrock, Berning) / 2 Nays (Coppenbarger / Peterson)  
MOTION CARRIED

10. Other business: None

11. Board comments and items for future agendas: None

12. ACTION ITEM: Adjournment

Motion to Adjourn by: Berning

Second by: Weese

Discussion: None

Vote Take: 6 Ayes / 0 Nays

*Respectfully Submitted,*

*Tina L. Norris*

*Tina L. Norris, Director*