



**Hudson Area Joint Library Board of Trustees
APPROVED Meeting Minutes (as corrected)**

**March 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 O'Connor
2. Roll call, certification of quorum, certification of compliance with WI open meeting laws and public records laws, introduction of visitors and guests.

Present: O'Connor, Shaw, Berning, Coppenbarger, Peterson, Schrock

Absent: Dave Ostby, Curt Weese

Staff: Tina Norris, Director

Other: Jeff Johnson, Town of Hudson; Stan Wekkin, Village of North Hudson

3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from February 20, 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: Shaw

Second by: Peterson

Discussion: NONE

Vote Taken: 6 Ayes 0 Nays MOTION APPROVED

4. Citizen Comments—
The Village of North Hudson President, Stan Wekkin, and the Town of Hudson Board Chair, Jeff Johnson attended. Chair Jeff Johnson attended so that he might register his opposition to the Library's proposed "Fines-free Policy". Johnson stated that he was opposed to "doing away with fines" and "would like to see those with fines turned over to a collection agency". Village President Wekkin stated, "I came to vote no on the no fines policy. To give up a revenue source doesn't make any sense". Mr. Wekkin stated that the Library "wouldn't be getting more money from the Village". Director Norris provided a brief presentation of the facts regarding the Fines-free policy and plan to collect outstanding fines, in order to clear up some misunderstandings about the issue and previous board discussions.
5. Presentations by supporting organizations
 - a. Friends of the Library— No report
 - b. Library Foundation— Peterson noted that the Foundation was scheduled to meet on March 21, 2018; however the meeting has been cancelled.

6. President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action. No additional updates for Town of Hudson or Village of North Hudson. No City update. Peterson noted that she was unable to attend the Town of St. Joseph meeting.
7. **ACTION ITEM:** *Director's Report, Statistics, and requests for action: Norris presented the monthly report and statistics for March 2018. Norris reviewed the statistics, as well as the report on how wireless usage is counted.*
 - a. Presentation of monthly report and statistics
 - b. Presentation of and possible action on staffing assessment and recommendations. *Norris presented the results of a staffing assessment. The results and recommendations stem from a variety of evaluations, statistics, and observations related to current staffing levels and assigned duties. Norris noted the importance of having the right people in the right position in order to provide the best service to the community. Norris has created a plan to restructure staffing hours, which will result in the reallocation of current staff hours and allow for the creation of a new, and much needed staff position- Patron Service Coordinator.*
 - c. **ACTION ITEM:** Request approval of staffing position description - Patron Service Coordinator (28 hours)
Motion by: Peterson to approve the Patron Service Coordinator position description and to fill the 28 hour position.
Second by: Coppenbarger
Discussion: None
Vote Taken: 6 Ayes - 0 Nays; MOTION APPROVED
8. **ACTION ITEM:** Finance committee recommendation on fines structure / fines-free policy. Berning stated that the fines-fee structure was discussed at the Finance Committee meeting on February 20, 2018 and the Finance Committee has recommended the approval of the policy to the full board. Shaw stated that this should be split into three (3) issues: 1.) Fine amount; 2.) Change to Fine Structure; and, 3.) Collections
ACTION TAKEN:
Motion by: Peterson to recommend move to fines-free structure with fees instead of fines.
Second by Coppenbarger
Discussion: Shaw stated that "you've just alienated two of our municipal partners". O'Connor pointed out that "it appeared that they (Johnson and Weekin) didn't have the correct information. Berning agreed with O'Connor's statement. Schrock questioned the depending on fines as a revenue stream.
Vote Taken: 5 Ayes - 1 Nay (Shaw) MOTION APPROVED
9. Other Business: NONE
10. Board comments and items for future agendas: Peterson requested Norris to develop a policy for engaging a collection agency.
11. **ACTION ITEM:** Adjournment
Motion by: Shaw
Second by: Berning
Discussion: None
Vote Taken: 6 Ayes - 0 Nays MOTION APPROVED

Respectfully Submitted,

Tina L. Norris

Tina L. Norris, Director