



**Hudson Area Joint Library Board of
Trustees APPROVED Meeting Minutes
September 19, 2017, 6:30 PM
Hudson Area Public Library
700 First Street, Hudson WI 54016**

1. Call to Order at 6:35 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: Berning, Coppenger, Peterson, O'Connor, Ostby, Shaw (arrived at 6:40 p.m.), Weese
Absent: Schrock
Staff: Tina Norris, Director
Others: Gloria Kramer
3. **ACTION ITEM:** Approval of Consent Agenda Items
 - a. *Approve meeting Agenda*
 - b. *Disposition of Minutes from August 15, 2017 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 2017 Budget vs. Actual to Date*
 - d. *Discussion and possible action on regularly recurring expenditures that are within the Board approved 2017 budget*
 - e. *Discussion and possible action on 2016 and 2017 budget comparison*

ACTION TAKEN:

Motion to APPROVE the consent agenda by Berning

Second by: Weese

Discussion: None

Vote Taken: 7 Ayes 0 Nays MOTION APPROVED

4. Citizen Comments—
Gloria Kramer spoke about the flag pole. She thanked Trustees Shaw and Weese for moving bench in front of the Library. And, she informed the Board that the Friends have reached \$150,000 in Family Fresh grocery receipts and will be receiving another \$1,000 check from Family Fresh. She encouraged all to bring their Family Fresh receipts to the Library and to spread the word.
5. Presentations by supporting organizations
 - a. Friends of the Library— None
 - b. Library Foundation—Peterson note that the Foundation is preparing for their Annual Appeal Letter campaign and working on the 2017 Annual Report. The Foundation approved a \$650 grant for professional development, as well.

6. President's comments, reports, and requests for action
 - a. Municipalities presentations update, discussion, and possible action.

O'Connor updated the Board on a resolution presented by Trustee Berning admonishing the County Board of Supervisors and requesting full funding for the Hudson Area Joint Library, which passed the City Council on a 4-1 vote. O'Connor requested that the joint partners pass similar resolutions and send them to the County Board.

Peterson noted that she continues to attend the St. Joseph Board meetings and represent the Hudson Area Public Library.

7. **ACTION ITEM:** *Director's Report, Statistics, and requests for action: Norris provided an overview of the monthly report, monthly statistics, grants reports, and Hudson Hospital Foundation Grant Request.*

- a. Presentation of monthly report
- b. Presentation of monthly statistics
- c. Strategic Plan Update: Summary and upcoming initiatives
- d. Strategic Plan Funding Report
- e. Strategic Plan Update – ACTION ITEM: Space Audit Recommendation to hire consultant for determining potential reuse of existing library spaces.

Motion to authorize Library Director to write RFP for a space consultant and bring back RFPs to Library Board by Peterson

Second by Berning

Discussion: It is to be noted that the Library Board has not designated any money for this project.

Vote Taken: 7 Ayes 0 Nay 0 Abstain

MOTION APPROVED

8. **ACTION ITEM:** Finance Committee report—

- a. **Recommendation to approve Library Foundation Grant of \$650 for Professional Development**

Motion to approve expenditure of \$650 grant for professional development by Ostby

Second by: Peterson

Discussion: None

Vote Taken: 7 Ayes 0 Nays 0 Abstain

MOTION APPROVED

9. **ACTION ITEM:** Adoption of State of Wisconsin Records Retention Schedule

Motion to adopt by: Weese

Second by: Copenbarger

Discussion: None

Vote Take: 7 Ayes 0 Nays 0 Abstain

MOTION APPROVED

10. Other business:

a.) Library Trustee Annual Training: Norris presented a brief training on the basics of Chapter 43, library funding, and duties of a Library Trustee.

b.) Discussion on Parking Lot—Trustees discussed recent parking complaints regarding the lack of parking in the Library lot. The board directed Norris to discuss with the City Administrator new signage for the Library parking lot that would designate the lot as for Library and Police use only during library open hours.

11. Board comments and items for future agendas:
Peterson requested an item for the Director annual review timeline be added to the October board agenda.

12. **ACTION ITEM:** Adjournment:

ACTION TAKEN:
Motion to adjourn by: Ostby
Second by: Weese
Discussion: None
Vote Taken: 7 Ayes 0 Nays

Respectfully Submitted,

Tina L. Norris

Tina L. Norris
Director