

Hudson Area Public Library District  
July 9, 2024 Board Meeting Minutes

The meeting was called to order by President Nancy Rinda at 6:30p.m. Board members present: Kevin Segerstrom, Dianne Feasley, Maureen Willett, Nancy Rinda and Gwyn Whitacre. Director Jenny Losey was also present. We had enough for a quorum.

Dianne made the motion to accept the minutes of the June meeting as corrected. Jenny reviewed the Director's Report.

Treasurer's Report – We reviewed the monthly expense report. Maureen made the motion to accept the monthly expense report as presented. We reviewed the Financial Reports.

Secretary's Report – We reviewed the draft of the Budget & Appropriations Ordinance 2024-2025-02.

No President's Report

No Old Business

New Business – We Reviewed the Fund-Raising Sales Policy. Dianne made the motion to accept the Fund-Raising Sales Policy as presented.

Maureen and Kevin volunteered to audit the FY 2023-2024 Board Meeting Minutes.

The annual walk-around/inspection of the building exterior is tabled until the August meeting because of rain.

The Next meeting: Budget & Appropriations Hearing is August 13, 2024 at 6:15p.m. The regular Board Meeting will be at 6:30p.m.

The meeting was adjourned at 7:35p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

*Approved as presented.*  
*Gwyn Whitacre*  
*8-13-2024*

**Hudson Area Public Library District**

**August 13, 2024 Budget & Appropriations Ordinance Hearing Meeting Minutes**

The meeting was called to order at 6:15p.m. by President Rinda. Board Members present: Erin Corbin, Dianne Feasley, Nancy Rinda, Gwyn Whitacre and Maureen Willett. Director Jenny Losey was also present. We had enough for a quorum. Meeting was adjourned at 6:30p.m with no one from the public attending.

Respectfully Submitted

Gwyn Whitacre

Secretary

Approved as presented  
9-10-24  
Gwyn Whitacre

**Hudson Area Public Library  
Monthly Board Meeting Minutes  
August 13, 2024**

The meeting was called to order at 6:30 by President Rinda. Board Members present: Erin Corbin, Dianne Feasley, Maureen Willett, Helen Ogar, Gwyn Whitacre and Nancy Rinda. Director Jenny Losey was also present. We had enough for a quorum.

Dianne made the motion to accept the July, 2024 board meeting minutes as presented.

Jenny reviewed the Director's Report.

Treasurer's Report – We reviewed the monthly expenses. Erin made the motion to accept the monthly expense report as presented.

We reviewed the financial reports

We reviewed the Annual Financial Report – Helen made the motion to accept the Annual Financial Report as presented with the second by Maureen and approved by open outcry.

Secretary's Report – Gwyn made the motion to adopt the Budget and Appropriations Ordinance 2024-2025-2 as presented with the second by Helen and approved by open outcry.

The annual audit of the library board meeting minutes was presented. October 10, 2023, January 9, 2024 and April 9, 2024 were amended. Erin made the motion to accept the minutes as amended.

We reviewed the IPLAR data and made some corrections.

No President's Report

We deferred the Old Business walk-around the building exterior until after New Business.

New Business – We discussed the Fidelity Bond increase for next year.

We reviewed the Collection Development Policy. Erin made the motion to accept the Collection Development Policy as presented with the second by Maureen.

We discussed the Circulation and Services Policy and discussed the highlighted section.

The next meeting will be Tuesday, September 10, 2024 at 6:30p.m.

The meeting was adjourned at 7:36p.m.

We then did the annual walk-around/inspection of the building exterior.

Respectfully Submitted

Gwyn Whitacre

Secretary

*Approved as presented  
9-10-24  
Gwyn Whitacre*

Hudson Area Public Library District  
September 10, 2024 Board Meeting Minutes

The meeting was called to order by President Rinda at 6:30p.m. Board members present: Nancy Rinda, Gwyn Whitacre, Kevin Segerstrom, Dianne Feasley, Erin Corbin, Helen Ogar, and Maureen Willett. Director Jenny Losey was also present. We had enough for a quorum.

Dianne made the motion to accept the minutes of the Budget and Appropriations Hearing Minutes as presented.

Dianne also made the motion to accept the August 13, 2024 board meeting minutes as presented.

Jenny reviewed the director's report.

Treasurer's Report – Kevin made the motion to accept the Monthly expenses as presented.

We reviewed the Financial Reports.

Secretary's Report – Helen made the motion to accept the Special Reserve Ordinance 2024-2025-3, with a second by Kevin and adopted with an Open Outcry.

No President's Report

Old Business – We discussed the Circulation and Services Policy – Dianne made the motion to accept the Circulation and Services Policy a presented with a second by Maureen.

New Business – We reviewed the Disaster Plan. Erin made the motion to accept the Disaster Plan with the corrections, with a second by Kevin.

Next meeting will be Tuesday, October 8, 2024 at 6:30p.m.

Meeting adjourned at 7:30p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

*Approved as presented 10/8/24.*  
*Gwyn Whitacre*

Hudson Area Public Library District  
October 8, 2024 Board Meeting Minutes

The meeting was called to order by President Rinda at 6:30pm. Board members present: Nancy Rinda, Gwyn Whitacre, Kevin Segerstrom, Dianne Feasley, Erin Corbin, and Helen Ogar. Director Jenny Losey was also present. We had enough for a quorum.

Erin made the motion to accept the September Board Meeting Minutes as presented.

Jenny reviewed the Director's Report.

Treasurer's Report – Kevin made the motion to accept the Monthly Expense Report as presented.

We reviewed the Financial Reports. We are keeping with the original approved budget after a discussion about FLSA.

We reviewed the Comptroller's Report. Helen made the motion to accept this report as presented with the second by Gwyn. It was accepted with an Open Outcry.

Secretary's Report – Gwyn made the motion to accept Levy Ordinance 2024-2025-04 as presented with a second from Helen. It was accepted with an Open Outcry.

No President's Report

Old Business – We discussed the Treasury Bond Minimum Change. Erin made the motion to adopted the minimum change with a second by Dianne.

New Business – We tabled the Indemnification Policy until next meeting.

We reviewed the pavilion quotes. It was decided to go with the quote for 4 posts.

This will be submitted to the Hudson TIF committee for their November 2024 meeting.

The next meeting will be Tuesday, November 12, 2024 at 6:30pm.

Meeting adjourned at 7:40pm.

Respectfully Submitted

Gwyn Whitacre

Secretary

Approved as presented  
11-12-24

Gwyn Whitacre  
Secretary

Hudson Area Public Library District  
November 12, 2024 Board Meeting Minutes

The meeting was called to order by President Rinda. Board members present: Nancy Rinda, Gwyn Whitacre, Erin Corbin, Diannne Feasley, and Kevin Sergerstrom. Director Jenny Losey was also present. We had enough for a quorum.

Dianne made the motion to approve the minutes of the October Board meeting as presented.

Jenny reviewed to Director's Report.

Treasurer's Report – Erin made the motion to accept the Monthly Expense Report as presented.

We reviewed the Financial Reports.

There was no Secretary's Report

There was no President's Report

Old Business – Indemnification Policy Review postponed until the January 2025 meeting.

New Business – Library Fundraising Policy was reviewed Dianne made the motion to accept the Policy as presented with a second by Kevin.

We discussed the options for insurance coverage. Gwyn made the motion to adopt the coverage by Cincinnati Insurance with a second by Erin.

We also discussed the FLSA Exemption Threshold. Dianne made the motion that we retain our Two Full Time Staff members as FLSA exempt with a second by Kevin and approved by Open outcry.

The next board meeting will be December 10, 2024 at 6:30p.m.

The meeting was adjourned at 7:28p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

*Approved as presented 12-10-24*  
*Gwyn Whitacre*  
*Secretary*

Hudson Area Public Library District  
December 10, 2024 Board Meeting Minutes

The meeting was called to order by Vice President Segerstrom. Board members present: Kevin Segerstrom, Gwyn Whitacre, Erin Corbin, Diannne Feasley, and Helen Ogar. Director Jenny Losey and Corey Burgess were also present. We had enough for a quorum.

Dianne made the motion to approve the minutes of the November Board meeting as presented.

Jenny reviewed to Director's Report. She stated that it would be a good idea to update the website, as it hasn't been updated since 2019. Also, the History Room files need to be made more accessible.

Treasurer's Report – Erin made the motion to accept the Monthly Expense Report as presented.

We reviewed the Financial Reports.

There was no Secretary's Report

There was no President's Report

Old Business – FLSA discussion to be tabled until January 2025 meeting.

New Business – We reviewed the Patron Privacy Policy. Dianne made the motion to approve the policy as presented with the second by Gwyn.

We discussed the TIF Application for the Pavilion.

Jenny let the Board know that she will have a staff day on February 17, 2025.

We were given a copy of the Per Capita Grant that will be submitted.

We did not have any closed meetings, so there was no need for a review.

The next board meeting will be January 14, 2025 at 6:30p.m.

The meeting was adjourned at 7:10p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

*Approved as presented  
January 14, 2025*

*Gwyn Whitacre*

Hudson Area Public Library District  
January 14, 2025 Board Meeting Minutes

The meeting was called to order at 6:30p.m. by President Rinda: Members present: Dianne Feasley, Gwyn Whitacre, Kevin Segerstrom, Nancy Rinda, Erin Corbin and Corey Burgess. Director Jenny Losey was also present.

Dianne made the motion to accept the minutes of the last meeting.

Jenny reviewed the director's report.

We reviewed the monthly expense report. Erin made the motion to approve the monthly expenses. We reviewed the financial report.

Secretary's Report – Corey Burgess was sworn in to fill the trustee vacancy left by the resignation of Maureen Willett. We reviewed the Statement of Economic Interests Filers List. There is no President's Report.

Old Business – We tabled until the February 2025 meeting the Indemnification Policy Review and Reapproval.

The library received approval of the TIF Application for the cover structure for the cement pad.  
New Business

We discussed the hiring of a Circulation and Programming Coordinator position to be the third full time position with the understanding that the new hire would work flexible hours up to 40 hours per week. Dianne made the motion to approve this decision with the second by Kevin.

We discussed salary increases for the three full time employees. Kevin made the motion to accept the discussed salary increases with a second by Erin. It was approved by open outcry.

We reviewed the Technology Plan. Dianne made the motion to accept the Technology Plan as presented with a second by Kevin.

The next meeting is Tuesday, February 11, 2025 at 6:30p.m.

Meeting was adjourned at 8:05p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

*Approved as presented*

*2-11-25*

*Gwyn Whitacre*

Hudson Area Public Library District  
Board Meeting Minutes  
Tuesday, February 11, 2025

The meeting was called to order at 6:30p.m. by President Rinda. Members present: Helen Ogar, Gwyn Whitacre, Kevin Segerstrom, Dianne Feasley, Corey Burgess, Erin Corbin and Nancy Rinda. Director Jenny Losey was also present. We had enough for a quorum.

Kevin made the motion to accept the minutes from January 2025's meeting as presented.

Jenny reviewed the Director's Report.

Erin made the motion to approve the Month Expenses.

We reviewed the Financial Reports.

There was no Secretary's Report

There was no President's Report

Old Business

We reviewed the Indemnification Policy. Kevin made the motion to reapprove the policy with a second by Gwyn. Approved by Open Outcry.

New Business

We reviewed the Hudson History Room Policy. Dianne made the motion to reapprove the Policy. The second by Erin and approved by Open Outcry.

Board members need to complete the Sexual Harassment Prevention Training and turn in your filled out certificate to Jenny.

We completed the walk around of the interior of the building.

The meeting was adjourned at 7:10p.m.

Next meeting is Tuesday, March 11, 2025 at 6:30p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

Approved 3.11.2025

Gwyn Whitacre

Hudson Area Public Library District  
Board Meeting Minutes  
March 11, 2025

The meeting was called to order at 6:45p.m. by President Rinda. Members present: Gwyn Whitacre, Kevin Segerstrom, Dianne Feasley, Corey Burgess, Erin Corbin, and Nancy Rinda. Director Jenny Losey was also present. We had enough for a quorum.

Erin made the motion to accept the minutes from February 2025's meeting as presented.

Jenny reviewed the Director's Report.

Erin made the motion to approve the Monthly Expenses.

We reviewed the Financial Reports.

It is time for getting the 2025-2026 Budget in order. Erin will help Jenny and Dianne get it ready.

Secretary's Report- Erin reminded us to get the Statement of Economic Interest filled out.

President's Report – Nancy brought to our attention that the ballet for the upcoming election is incorrect. Nothing can be done because the ballots are already printed.

There is no Old Business

New Business

We went over the Assistant Salary Schedule. Dianne made the motion to reapprove it with a second by Gwyn

The meeting was adjourned at 7:30p.m.

Next meeting is Tuesday, April 8, 2025 at 6:30p.m.

Respectfully Submitted

Gwyn Whitacre

Secretary

*Approved as presented April 7, 2025*  
*Gwyn Whitacre*

Hudson Area Public Library District  
Board Meeting Minutes  
Tuesday, April 8, 2025

The meeting was called to order at 6:34p.m. by President Rinda. Members present: Nancy Rinda, Gwyn Whitacre, Kevin Segerstrom, Erin Corbin and Helen Ogar. Director Jenny Losey and resident Cathy Haab were also present. There were enough board members present for a quorum.

Erin made the motion to approve the minutes of the March meeting as presented.

Jenny reviewed the Director's Report. She also reviewed the criteria used when weeding out the collection of the nonfiction books. She also reviewed the criteria for new purchases in that section.

Kevin made the motion to approve the monthly expenses as presented. We reviewed the Financial Reports and discussed the first draft of the 2025-26 working budget.

Secretary's Report – Erin reminded everyone that they need to fill out the Statement of Economic Interests and turn it in if you haven't done so already.

No President's Report

Old Business – We discussed the parking lot.

New Business – We discussed the Gifts & Memorials Policy. There were no changes. Gwyn made the motion to approve the Gifts & Memorials Policy as presented with a second by Kevin

We discussed the purchase of a new roll laminator. Helen made the motion that Jenny could spend up to \$2,550 on the purchase of one with a second by Gwyn.

The next meeting will be Tuesday, May 13, 2025 at 6:30p.m.

Helen made the move to adjourn the meeting. Meeting was adjourned at 7:25p.m.

Respectfully Submitted.

Gwyn Whitacre  
Secretary

*and approved*  
*Accepted as presented 5.13.25*  
*Gwyn Whitacre Secretary*

Hudson Area Public Library District  
Board Meeting Minutes  
Tuesday, May 13, 2025

The meeting was called to order by President Rinda at 6:30p.m. Board members present: Nancy Rinda, Gwyn Whitacre, Kevin Segerstrom, Corey Burgess, Dianne Feasley and Helen Ogar. Director Jenny Losey was also present. There was enough for a quorum.

Helen made the motion to approve the minutes of the April meeting.

Jenny reviewed the Director's Report.

Kevin made the motion to approve the monthly expenses with a second by Helen.

We reviewed the 2025-26 working budget.

There was no Secretary's Report

President's Report – There was discussion about the library insurance policy.

There was no Old Business

New Business – We reviewed the corrections of the Collection Development Policy. Dianne made the motion to approve the Collection policy as presented, with a second by Helen. Approved by Open Outcry.

We reviewed the Non-resident Card Fee for 2025-2026. Gwyn made the motion to approve the fee, with a second by Dianne.

The meeting was adjourned at 7:20p.m.

The next board meeting will be Tuesday, June 10, 2025 at 6:30p.m.

Respectfully Submitted

Gwyn Whitacre  
Secretary

*Approved and Accepted as presented June 10, 2025*

*Gwyn Whitacre  
Secretary*

Hudson-Area Public Library District  
Board Meeting Minutes  
Tuesday, June 10, 2025

The meeting was called to order at 6:30p.m. by President Rinda. Members present: Gwyn Whitacre, Nancy Rinda, Kevin Segerstrom, Erin Corbin, Dianne Feasley and Corey Burgess. Director Jenny Losey was also present. We had enough for a quorum.

Dianne made the motion to accept the minutes from May 2025's meeting as presented.

Jenny reviewed the director's report. She informed us that the desk chairs for the employees are falling apart. She would like to purchase new ones. Kevin made the motion that she could replace them. The second by Gwyn.

Secretary's Report – We reviewed the yearly meeting schedule for the regular Library Board of Trustees Meeting Dates, including time and location. Dianne made the motion to adopt Ordinance No. 2025-2026-01 as presented. The second by Kevin and approved by Open Outcry.

We didn't have any Closed Sessions of the Board.

We reviewed the Bank Facility and Legal Counsel. Gwyn made the motion to adopted the current Bank Facility and Legal Counsel as presented with a second by Kevin and approved by Open Outcry.

Kevin, as Vice President, appointed Nancy Rinda and Corey Burgess to the board.

The New Trustees: Nancy Rinda, Corey Burgess and Gwyn Whitacre were sworn in. Helen Ogar will be sworn in at a later date.

The meeting was suspended at 7:09 with the old board. The meeting was called to order at 7:10 with the new board. Members present are: Gwyn Whitacre, Kevin Segerstrom, Erin Corbin, Nancy Rinda, Dianne Feasley, and Corey Burgess. Director Jenny Losey was also present. We had enough for a quorum. Election of officers as follows: President, Nancy Rinda, Vice President, Kevin Segerstrom, Recording Secretary, Gwyn Whitacre, Treasurer, Dianne Feasley and Legal Secretary, Erin Corbin.

Treasurer's Report – We reviewed the Monthly expenses. Erin made the motion to accept the monthly expenses as presented.