

**Amery Public Library Board of Trustees**  
**June 14, 2021**

Ashley Long called the meeting to order at 6:00 pm in person and via Zoom. Also, present were Jennifer Tyman, Linda Gale, Sarah Flanum, Annie Braaten, Betty Tomasek, Kyrsten Hughes, Director Amy Stormberg and guest John Thompson. A **Quorum** was established.

**A motion (kh) and seconded (sf) was made** to move The Summer Reading Program from New Business to above Old Business, to table the Trustee Essentials and approve the agenda. Motion carried.

**Public Comments**

None at this time.

**Friends Report**

None at this time

**Approval of Minutes: May**

There were a couple spelling errors, under Election of Treasurer Krysten Huges needs to be corrected to Kyrsten Hughes and under Personnel Committee: Ashely Long needs to be changed to Ashley. **A motion was made (ab) and seconded (bt) to approve the Secretary's Report. Motion carried.**

**Library Director Report**

(See attached). Third Thursday had 60 participants. There were 525 curbside, 158 browsing appointments 54 computer appointments and 2957 materials checked out in the last month.

**Personnel Report**

None at this time.

**Financial Report**

(See attached) We are currently in good shape; we should be at 41.66% with our spending and we are currently at 36.78%. **A motion was made (ab) and seconded (jt) to accept the financial report. Motion carried**

**Now Account for Audit**

The accounts were reviewed (see attached). **A motion was made (sf) and seconded (bt) to accept the financial report and approve the Now Account for Audit. Motion carried.**

**Approve Vouchers**

The bills were reviewed (see attached). **A motion (jt) was made and seconded (kh) to approve vouchers for payment. Motion carried.**

**Summer Reading Program:**

Heather and Erin presented the programs that are available for the summer reading programs for adults and children. There are two options, you can sign up and use the app/beanstack.com or use a paper copy.

**Old Business**

**1. Library Building Update/Discussion:** (see attached)

- a. John Thompson:** John was present to talk about the furniture and shelving that has been picked out for the new library. The staff along with John have discussed what they want and they decided that there was need for flexible but yet efficient furniture in all areas. He showed us many swatches of material, flooring and desk material. The shelving costs are projected to be \$120,000, and \$80,000 for furniture and other items. There are some things that we will be taking from the current library, however most of the furniture is oversized and will not go with the vision of the new space. John suggested that the library board seek FFE funding from the city contingent on the vendors; there is a concern on lead time in ordering and getting items that are ordered arriving in time. Moving cost will be around \$30,000 as we will need to hire a professional library moving company. Ashley asked John if he would help prepare the FFE funding request with the quote and send it to the city. **A motion (kh) and seconded (ab) to send a FFE funding project request to the city; pending the vendor bids. Motion carried.**
- b. Furniture disposal:** It was suggested that the library could do what the city did and purge the library of the items that we are not able to take with us and ask for a free will donation for them during the Friends

of the Library book sales. **A motion was made (sf) and seconded (bt) to sell the furniture for a free will donation or donate it to a homeless shelter. Motion carried.**

**2. COVID-19:** (see attached)

Amy has put together a new proposal for our Service Level Framework. High-masks required, no appointments; Medium-same as high, and low is normal library hours. **A motion (jt) and seconded (ab) to approve the new service level plan starting June 15<sup>th</sup>.** Amy asked if staff are here before opening hours and if they are vaccinated; could they not wear a mask? **A motion (ab) and seconded (kh) to allow workers that are at work before opening hours to not wear a mask if they are vaccinated. Motion carried.** It was also asked if Amy be required to wear a mask when at meetings; when representing the library because we still have the mask policy in place at the library. After some discussion we decided that it would still be nice if she did.

**3. Letter to the Editor:** (see attached)

A letter was put into the paper and we have yet to have anyone respond.

## **New Business**

**1. Summer Reading Program:**

See above

**2. Board Advocacy-Facebook Posts/questionnaire**

Amy sent out a questionnaire and asked that we all turn it in as soon as we can so they can use them to “get to know” the board on the website and Facebook.

**3. Trustee Essentials #17:** Tabled until next month.

**4. Trustee Essentials #18:** Tabled until next month.

## **Next Meeting**

The next meeting will be on July 19 at 6:00 via Zoom or in person depending on numbers in the area.

## **Adjournment**

**A motion to adjourn was made (sf) and seconded (kh). Motion carried**