

**Amery Public Library Board of Trustees**  
**July 19, 2021**

Ashley Long called the meeting to order at 6:00 pm in person and via Zoom. Also, present were Jennifer Tyman, Sarah Flanumm, Annie Braaten, Betty Tomasek Director Amy Stormberg and guest John Thompson. Not present Linda Gale and Kyrsten Huges, A **Quorum** was established. The **motion (jt) to approve the agenda and seconded (bt). Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

**Public Comments**

None at this time.

**Friends Report**

None at this time

**Approval of Minutes: June**

**A motion was made (ab) and seconded (sf) to approve the Secretary's Report. Motion carried.**

**Library Director Report**

(See attached). Amy continues to do a segment with Bob Zank on Koffee Klatch. There were 516 curbside appointments, 816 browsing appointments, 28 computer appointments and 5178 materials circulated materials in the last month.

**Personnel Report**

The committee met with Amy on Monday the 12<sup>th</sup>; it was a quarterly check-in; everything is going well right now.

**Financial Report**

(See attached) We are currently in good shape; we are a bit low in spending because there may be things that we may need in November or December for the upcoming year. **A motion was made (jt) and seconded (ab) to accept the financial report. Motion carried**

**Now Account for Audit**

The accounts were reviewed (see attached). **A motion was made (jt) and seconded (ab) to approve the Now Account for Audit. Motion carried.**

**Approve Vouchers**

The bills were reviewed (see attached). There were questions on why there was a laptop ordered, Amy said that it will be used for a mobile checkout station and they also ordered another scanner. It was ordered now because they are not sure when it will arrive, it should be in September or October. **A motion (ab) was made and seconded (bt) to approve vouchers for payment. Motion carried.**

**Old Business**

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

At our last meeting we as a board approved to send a letter to the city, after that meeting the quote went up with the city on the technology in the shared space. Ashley shared with the city last week and questions were brought up to the library on how high ceilings were in the new space. Amy, Ashley & John attended the meeting to discuss shelving and technology. Patty sent a letter to the library board (see attached) John has gone through and measured our existing shelving and Ayers have done a drawing of the new space with furniture layout but Ayers wasn't contracted to do a furniture layout. John mentioned that he asked Patty in mid-March if the city knew what the budget would be for furniture. Judy from Ayers had said there were some restrictions because of the floor load and downstairs because of kids shelving. Judy has put together a layout using some new and existing shelving. (see attached) An issue we are running into is that cost are going up right now due to the demand of raw materials all over the world. At the Committee of the Whole and a special city council meeting held after where an ABCom representative (via Google), Chad Leonard, Erik Elkin, Paul Isakson, Patty Bjorklund, John, Amy and Ashley met the city had made the final decisions on the shared space where there will be 13 microphones, and changed the size of the monitor. There was a personal viewing monitor that was decided to remove from the list. After the new additions to the overall cost of the shared space increased to \$86,341 as of July 19<sup>th</sup> 2021. We will have to discuss with the city what our portion of that shared would be our responsibility and what of that technology will be accessible to the library since the likelihood of the library using that space is minimal and used by the community more. Another question would be how the split would be with the

utilities. It was suggested to put together a usage agreement contract for the shared space and a usage policy for the city. It was also suggested to put together a list of who is going to use the space and when with the entities involved.

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

Amy has put together a new proposal for our Service Level Framework. Amy proposed closing at 6 now and being open 9-1 on Fridays in medium. **A motion (sf) and seconded (ab) to approve the newly revised Service Level Framework, effective immediately. Motion carried.**

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

We will revisit this at a later date.

**New Business**

**1. Employee Wages/Staffing:**

(see attached) We have had a job posting out for two months and Amy is concerned that we are not competitive with other businesses and libraries in the area. The two applicants we did have were making more at their old jobs. Amy has suggested we change the starting wage range to \$11-12 per hour. **A motion was made (jt) and seconded (ab) to increase the minimum starting wage to \$11/hour as a library assistant. Motion carried.**

**2. Library hours:** Covered in Covid-19 Update

**3. Future Meetings:** Ashley has suggested that we have some special meeting scheduled incase we need them and we can cancel them if we don't have anything to discuss. We set meetings up on Wednesday July 21<sup>st</sup> via zoom only at 7:00 pm. Another meeting was set for Wednesday July 28<sup>th</sup> via Zoom at 7:00 pm.

**Next Meeting**

The next regular board meeting will be on August 16 at 5:45 pm via Zoom or in person depending on numbers in the area.

**Adjournment**

**A motion to adjourn was made (ab) and seconded (jt). Motion carried**