

Amery Public Library Board of Trustees
August 16, 2021

Ashley Long called the meeting to order at 6:00 pm in person and via Zoom. Also, present were Jennifer Tyman, Greta McCarty, Betty Tomasek Kyrsten Hughes & Linda Gale Director Amy Stormberg and guests Eileen Meyer and Kathy Ryan. A **Quorum** was established. The **motion (bt) to approve the agenda and seconded (lg). Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Public Comments

None at this time.

Friends Report

The friends had a meeting on Monday August 16th and they are in need of an extra board member, as of now Carrie Schuh and Wanda Johnson will be filling in. They will be hosting a volunteer appreciation day on the 21st at North Park Picnic shelter. Are also thinking of doing another "Sweet Sale" with maple syrup. The next book sale is Wednesday August 25th 9-12.

Approval of Minutes: July/August

A motion was made (kh) and seconded (gm) to approve the Secretary's Report with the following corrections, strike "Amy continues to do a segment with Bob Zank on Koffee Klatch" on the July 10th minutes and a correction of \$3,296.00 instead of \$32,000.00 in the August 8th minutes. **Motion carried.**

Library Director Report

(See attached). Amy continues to do a segment with Bob Zank on Koffee Klatch. Amy, John and Ashley continue to attend many city council meetings. There were 516 curbside appointments, 1175 browsing appointments, 209 curbside appointments and 5108 materials circulated materials in the last month. There were 207 kids signed up for the summer reading program, 69 Teens and 77 adults in their respective summer reading programs as well.

Personnel Report

None at this time.

Financial Report

(See attached) We are currently in good shape; **A motion was made (jt) and seconded (bt) to accept the financial report. Motion carried**

Now Account for Audit

The accounts were reviewed (see attached); many large print books are being purchased in large thanks to the Friends of the Library. **A motion was made (gm) and seconded (lg) to approve the Now Account for Audit. Motion carried.**

Approve Vouchers

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

Old Business

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

We need to start ordering by the end of August to guarantee arrival by December 3rd when we move. The city has given us \$20,000.00 for furniture, \$20,000.00 for shelving and \$12,000.00 for shelving with moving allowance pending on estimates by two moving companies. It needs to be decided on how we allocate the money or if we let Amy and John allocate the money where they see fit depending on immediate needs of the library. **A motion (kh) and seconded (bt) was made to request a formal price quote from Apple River TV for the purchase and installation of 4 monitors and mounting brackets and to allocate up to \$3,500.00 from the NOW Account.**

Furnishings & Shelving: It has been suggested that we look at surplus furniture from some of the higher end offices that are closing or have closed due to downsizing after COVID. Amy has voiced her concerns of the library staff moving books and other times and wants to make sure that the two moving companies give us a cost for a full-service move. We are getting two quotes for moving from Daymakers and Yerges, for moving the whole library with and without shelving, the whole library with and without the Historical Society. After much discussion **A motion (kh) and seconded (lg) was made to allocate up to**

\$40,000.00 to match the city to be used at the discretion of Amy & John to use for furniture and shelving. Motion carried.

2. COVID-19: (see attached)

Amy has made the plan more cohesive and consistent as the times for being open are all consistent even if we are only open for curbside or full library usage.

New Business

1. Library Closed September 7th:

Amy is asking that we close on the 7th because the whole system is getting updated for the whole day. **A motion was made (bt) and seconded (lg) to approve the library closing on the 7th due to system upgrades. Motion carried.**

2. Youth Services Position: (see attached) Erin has given her resignation. Amy will be posting a new job position for a youth services director and will put the starting range at \$37,000.00-\$42,000.00 per year.

3. Circulations of Library Materials Policy: (see attached) Amy is asking to remove the charge on a replacement fee for a library card and allow patrons to check out 200 items at a time instead of 100. **A motion (kh) and seconded (gm) to approve the Circulation of Library Materials Policy as amended in red. Motion carried.**

4. Chapter 43: (see attached.) See 43.52-For our information if we need as a library want to move, we need to ask permission from the city first as we are funded by them. See 43.54: It is not required that we have a city appointed council member. The library board has exclusive control of library funds.

5. Trustee Essentials 24: (see attached) For review on the Friends of the Library. Friends of the library should be used to enrich the library funding, they are a 501C3 corporation, we as a library board don't have any voice over tier budget and funds. We need to acknowledge on how much the library has done for us and continues to do for us.

Next Meeting

The next regular board meeting will be on September 20th at 5:45 pm via Zoom or in person depending on numbers in the area.

Adjournment

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