

**Amery Public Library Board of Trustees
Monday September 20, 2021**

Ashley Long called the meeting to order at 5:45 pm in person and via Zoom. Also, present were Jennifer Tyman,,Annie Braaten, Betty Tomasek & Linda Gale, guests Sarah Flanum and John Thompson, not present Director Amy Stormberg (Amy has had a family emergency and has been working from home as much as she can.) A **Quorum** was established. **The motion (bt) to approve the agenda with the amendment of adding Circulating Manager title under New Business with #1. Youth Services Job Description and seconded (lg). Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Public Comments

See attached letter to the Editor from Michael Karuschak.

City Council Report

Nothing new at this time. Committee of the Whole meeting is tomorrow. Everything is moving forward and there will be an update this week on the City Center as a whole. There is no change in the move in date.

Friends Report

Their last sale will be on September 30th and October 2nd. Everything must go! Whatever is left over after the sale. They will be taking a pause in the interim of moving into the new space. They are planning a volunteer appreciation picnic at Michael Park.

Approval of Minutes: August

A motion was made (by) and seconded (lg) to approve the Secretary's Report with the following corrections; Change Eileen to Elaine Meyer on the attendance. And under #5 in New Business, change Fiends to Friends. **Motion carried.**

Library Director Report

(See attached). Things are quiet at the library right now. Staff have gone through storage closets and are getting rid of what they don't need. Amy hired a new employee: Lisa Ruehlow. There were 127 curbside appointments, 1229 browsing visits and 3248 circulated materials last month.

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); **A motion was made (jt) and seconded (lg) to approve the Now Account for Audit. Motion carried.**

Approve Vouchers

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

Old Business

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

The moving estimates have been submitted to the city and there will be a decision made soon. Information was given on how to use signage and logos with the library and city center. The city approved \$5,000.00 for a book drop which will be covered and comparable to the one we have currently. We are waiting on some dimensions in the basement before ordering the shelving, we will need to order soon as we are looking at a December delivery for it. There is significant mold (about 15 feet of drywall) in the basement that was discovered. The crew has hired a professional in to evaluate the situation. There is also a water spot on the wall near the Maker Space that will be evaluated for mold as well. Linda has mentioned that she has visited a couple of business stores and asked about ordering comparable furniture from our list considerably less, it was suggested we continue to look into this option for our furniture at a future date.

2. COVID-19: (see attached)

Covid is very high in the county with 85 cases reported over the weekend prior to our meeting on September 20th.

New Business

1. Youth Services Job Description & Circulation Manager

(See attached) Amy has met with some consultants from IFLS and they suggested we change the job description where we change degree required to degree preferred; with that said they will not e in charge when the director is not available. **A motion (ab) and seconded (bt) to approve the changes as identified in red on the Youth Services Job Description.**

Circulation Manager: (see attached) **A motion was made (jt) and seconded (lg) to approve the circulation manger job description (as stated in red) changes**

Next Meeting

The next regular board meeting will be on October 18t at 5:45 pm via Zoom or in person depending on numbers in the area.

Adjournment

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