

**Amery Public Library Board of Trustees
Monday, November 15 2021**

Ashley Long called the meeting to order at 5:45pm in person at the Amery Area Public Library. Also, present were Jennifer Tyman, Annie Braaten, Betty Tomasek, Kyrsten Huges, & Linda Gale, Director Amy Stormberg and Interim Director Heather Wiarda. Guests present John Thompson (via Zoom), Sarah Flannum, D. Johnson (via Zoom) and Nicole (via Zoom). 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

It was stated that there are times that the Zoom link doesn't work for some people.

Friends Report

The Friends have removed all the books from their space and are on hold until the move and their new location is set up. There were four new board members elected.

Approval of Minutes: September

A motion was made (bt) and seconded (lg) to approve the Secretary's Report with the following amendments; in the November 8th minutes: under absent change Jenn Tyman to Jen Tyman and Krysten to Kyrsten. Under October 18th minutes: under New Business #1 back page change Ashely to Ashley. **Motion carried.**

Library Director Report

(See attached). Amy thanked everyone for the support and she said it had been a pleasure working with all of us as of November 19th she will be no longer employed with the library. Heather was introduced as the Interim Director. There were 513 curbside appointments, 9 computer appointments, 179 browsing visits and 2509 circulated materials last month.

Introduction of the Interim Director

Heather has been at the library for 6 years, 4 of those years as the Adult Programming coordinator, as well as working on all the social media sites and website. She has 4 years of collection development and is currently in a Master's Degree Program.

Job postings have been posted through out and we can get subs to come in as support. We have a new Youth Service's Director: Amy Dougherty and she started today. Everything has been charted for the move. IFLS will set up all our technology in the new space. The phone messaging has been updated to say that masks are required and no appointments needed to come in during regular business hours. Two new shelf check machines have been ordered and will be for the new space.

Amery Public Library was invited to present in Green Bay for the Wisconsin Library Association Annual Conference because of the innovative services provided during the pandemic.

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); most purchases were for large print books. **A motion was made (lg) and seconded (ab) to approve the Now Account for Audit. Motion carried.**

Approve Vouchers

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

Old Business

1. New Director Hiring Timeline:

There have been some changes to the old timeline (see attached) and we need to approve the new timeline. **Review of Job Description: a motion was made (kh) and seconded (lg) to approve all the possible edits to the job description. Motion carried.**

Designation of receiving resumes:

After some discussion it was decided that Ashley would accept the applications for director. **A motion was made (ab) and seconded (kh) to have Ashley accept the applications from the designated email account. Motion carried.**

A motion was made (lg) and seconded (ab) to the job posting announcement to add local radio station to the arts sentence in second paragraph and change December 15th to December 31st. Motion carried.

It was discussed on where we should post and advertise; the Amery Free Press, the Tri-County Advertiser, the website, our social media sites and John Thompson will post on a lot of the IFLS related sites starting on December 1st were all discussed. **A motion was made (ab) and seconded (kh) to put the posting out on our social media sites, website and possibly on the city website, as well as through IFLS starting December 1st. Motion carried.**

2. Statement to the Public:

(See attached) After much discussion **A motion was made (lg) and seconded (bt) to put out the following statement. Motion carried. A motion was made (ab) and seconded (kh) to approve the posting of the statement on our social media sites and website. Motion carried.**

The library board is proud of the director and staff's work reinventing and reimagining library services while navigating the global pandemic, to continue to adapt and meet the needs of the community.

As an appointed library board; we have always and will always continue to advocate for what we feel are the important needs of the library, our patrons, the community and our director and staff. We invite you with your comments, questions, or concerns to attend a library board meeting, and/or reach out to a library board member about the responsibilities of the library board, the services provided to the residents of the City of Amery and surrounding areas. We look forward to what the future holds.

New Business

1. Closing library for move:

Heather has a meeting with our movers (Daymakers Moving and Storage) next week to get a better understanding of how long it will take and what the library staff will be doing before the move. **A motion was made (ab) and seconded (lg) to close the library on December 13th until January 10th. Motion carried.**

2. Representatives at city budget hearing:

Ashley asked if anyone can attend the upcoming budget meeting and Betty said she would be able to go.

3. Authorize interim director to hire library subs as needed:

After discussion **a motion was made (jt) and seconded (lg) to approve Heather to hire subs on an as needed basis with \$11/hour and to stay within budget. Motion carried.**

4. Surplus library furniture:

We won't be taking some of the larger furniture with us and we need to start advertising that it will be available for a free will donation on our social media sites and other advertising avenues. **A motion was made (ab) and seconded (bt) to advertise the surplus furniture for free will donation on social media and other means of advertising.**

Next Meeting

The next regular board meeting will be on December 20 at 5:45 pm via Zoom or in person depending on COVID numbers in the area and location to be determined.

Adjournment

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