

**Amery Public Library Board of Trustees**  
**Monday, January 24, 2022**

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, & Linda Gale, and Interim Director Heather Wiarda and Youth Services Director Amy Dougherty (via zoom.) A **Quorum** was established. **The motion (gm) to approve the agenda and seconded (lg). Motion carried.** It was certified that the meeting is in compliance with open meeting laws.

**Public Comments**

Nothing to report at this time.

**Friends Report**

The library staff has offered to help screen the donations the friends get. They will also get first chance at the books and other media the library weeds.

**Approval of Minutes: September**

**A motion was made (gm) and seconded (ab) to approve the Secretary's Report** with the following amendments; in the December 5<sup>th</sup> minutes: Change "FUN" to FUND. On the second to last page "hughes" needs to be capitalized.

**Interim Library Director Report**

(See attached). Most of the library is moved, some items will need to be thrown away. All the shelves have been placed where they are going. All programming has been put on hold until the opening of the new library; with that said we did host one last virtual event; Book Bingo, it turned out to be a huge success, there were participants from Canada, California and New Jersey as well as Wisconsin. There were 1587 circulated materials last month before we closed.

**Personnel Report**

None at this time.

**Financial Report**

(See attached) We have not received a full report and will review it when we do.

**Now Account for Audit**

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

**Approve Vouchers**

The bills were reviewed (see attached). There are few lines that are from 2021, in pink, and will be submitted to the year end as soon as they are approved. There was a question about an item called a "RIG-A-MAJIG" it was explained as a building kit with levers and pulleys for creative play and STEM projects, it will be used in the Exploration Room. **A motion (bt) was made and seconded (gm) to approve vouchers for payment. Motion carried.**

**Discussion/Action Items**

**1. Discussion of the Building Tour:**

The lighting in the building is great, it was suggested maybe to get some more lighting for the stairway, and until the signage is done to put some notes or create a map for patrons to use when they come in.

**2. Move Status & Update:**

There will be a walk through with the hospital on Thursday of this week; see also the interim directors notes above.

**3. Immediate and Future Furniture needs:**

We have money that has been earmarked, from the city, through the process of moving and has not been spent yet. We currently have \$20,000.00 for furniture and another \$20,000.00 for shelving. As a library we have allocated \$11,000.00 as well. The staff needs to purchase a couple things to get us started and then can see where we need other things later. Amy is asking for two locking storage cabinets at \$1,000.00 each

for the Exploration Lab. She wants to order some bean bag chairs, a Play Station (on the Wish list for older teens,) \$10,000 is the estimate. Right away wants are the cabinets and bean bag chairs. **A motion (jt) was made and seconded (ab) to allow the library staff to purchase up to \$10,000.00 in furniture from the \$20,000.00 given to us by the city. Motion carried.**

**4. Ribbon Cutting ceremony with City departments Wednesday February 23<sup>rd</sup> 1:00pm-3:00pm.**

If anyone can make during this time that would be great, this is a full ribbon cutting for the whole city center.

**5. Ideas for soft openings and grand opening:**

We need to decide when we are going to open; do we open as we go or do we want to go for a grand celebration? An option would be a soft opening where we would invite core groups such as the Historical Society; Women's Club; Friends of the Library; students from the schools in and get feedback. Another option would be to open to the public a week before and then do a grand opening a week later. It was suggested we should try to open the week of February 7<sup>th</sup> as a soft opening with a grand opening on the 12<sup>th</sup> from 9am-1pm. **A motion (ab) was made and seconded (gm) to tentatively open on the 7<sup>th</sup> of February with a grand opening on Saturday the 12<sup>th</sup> from 9am-1pm. Motion carried.**

**6. Covid-19 Service Plan:**

(See attached). **A motion (ab) was made and seconded (jt) to approve the new Covid-19 service level plan with the caveat that masks will be worn at all times for staff when working in the building. Motion carried.**

Closed Session: The Amery Area Public Library Board of Trustees-Personnel Committee may go into Closed Session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes Library Director: considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercised responsibility The Board will not reconvene in open session following the closed session.

**A motion was made (ab) to go into closed session and seconded (bt) to discuss the hiring of a new director. Motion carried. Affirmative: Ashley Long, Jennifer Tyman, Betty Tomasek, Linda Gale, Greta McCarty & Annie Braaten. Negative: None**

**A motion was made (ab) to come out of closed session and seconded (gm) after the discussion of the hiring of a new director. Motion carried. Affirmative: Ashley Long, Jennifer Tyman, Betty Tomasek, Linda Gale, Greta McCarty & Annie Braaten. Negative: None**

**A motion (jt) was made and seconded (ab) to offer the library director position to our top candidate. Motion carried.**

**A motion (jt) was made and seconded (lg) to host an appreciation dinner for the staff after the move has been completed. Motion carried.**

**Next Meeting**

The next regular board meeting will be on Monday February 21<sup>st</sup> at 5:45 pm via in person or via Zoom.

**Adjournment**

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