

Amery Public Library Board of Trustees
Monday, April 18, 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, Kyrsten Hughes, Greta McCarty, Linda Gale, Director Rachel Thomas & Sarah Flanum via Zoom. A **Quorum** was established. **A motion (gm) was made to approve the agenda and seconded (kh). Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Approval of Minutes: March

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

Public Comments

Nothing at this time.

Friends Report

They just finished their meeting prior to our board meeting, they are working out a plan to start accepting donations to help cover some costs of William Kent Kruger coming. Their next book sale will be May 5th & 6th. They have given money to the library to pay for summer reading programs and prizes. Give Big is the 26th of April.

Library Director Report

(See attached). Story times are well attended; Amy has a good outreach program with the Clubhouse. Third Thursdays Crafting Events are back in person full time. She would like to put together a group of patrons to figure out what to do with the plaques from all those who have donated in the past to the library. The AWC received a grant for a Community Mural and would like for it to hang in the library for some time. The Family Resource center met with Rachel and Amy; they are planning to have one of their activities at the library in the fall. The library got nominated for Municipal Employee of the Year; the awards ceremony is May 13th, Rachel and Heather will attend. Stats for March: 5044 Check outs, 151 computer visits, 530 wireless users, & 160 new patrons (3rd highest in the MORE system!)

Personnel Report

Nothing to report at this time. Meeting will be Tuesday May 10th at 6:00 at the library.

Long Range Planning Committee:

Need to consider re-writing the new plan and goals for the library.

Financial Report

(See attached) **A motion was made (gm) and seconded (ab) to approve 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). Baker and Taylor charges were not included because the library has credits due to a double order last winter. Credits are showing up and Rachel is letting everything clear out so that we can use the credits to cover current charges. **A motion (ab) was made and seconded (gm) to approve vouchers. Motion carried.**

Notice of closed session pursuant to Wisconsin Stats. Section 19.85(1)(c) - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **Adult Services Coordinator**

Closed Session: The Amery Area Public Library Board of Trustees may go into Closed Session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to discuss **Adult Services Coordinator**. The Amery Area Public Library Board of Trustees will reconvene in open session. **A motion was made (ab) to go into closed session and seconded (kh) motion carried.** Affirmative: Ashley Long, Betty Tomasek, Annie Braaten & Jennifer Tyman, Kyrsten Hughes, Greta McCarty, & Linda Gale. Negative: None. Following discussion, the board voted to end the closed session. Affirmative:

Ashley Long, Betty Tomasek, Annie Braaten, Jennifer Tyman, Kyrsten Hughes, Linda Gale, & Greta McCarty. Negative: None. **A motion was made to go out of closed session (kh) and seconded (ab) motion carried.**

A motion (ab) was made and seconded (kh) to hire the full time Adult Services Coordinator at \$18 per hour. Motion carried.

A motion (kh) was made and seconded (gm) to approve the revisions to the Adult Services Librarian position. Motion carried.

Discussion/Action Items

1. Email from Mayor:

See attached; Chad had emailed regarding the two terms of Betty and Kyrsten as they are both up this year. Betty has decided not to renew her term. **A motion (ab) and seconded to have Chad ask Greta and Kyrsten to continue on the board leaving a position open for a City Council member to be appointed from the mayor. Motion carried.**

2. Bank Interest Rate:

See attached. After some discussion we have decided to explore options to see if the city would approve moving our accounts.

3. Covid-19 Policies:

See attached. After some discussion **a motion (kh) was made and seconded (gm) to approve Covid specific Amery Public Library Personnel Policy and Covid: Patron Responsibilities and conduct. Motion carried.**

4. Zoom option:

It was asked if we need to continue offering zoom as an option for meetings. After some discussion **a motion (ab) and seconded (kh) to discontinue offering zoom as an option for meetings. Motion carried.**

5. Summer Staffing:

Rachel has found we have a surplus from the current salary budget and would like to hire 3 people for 3 months at library assistant level; a possible shelver if needed; to give some flexibility to the schedule and help support Amy & Heather during programs. She would like to also consider hiring another library assistant year-round and hoping one from the three she may hire this summer would like to continue on. **A motion (ab) was made and seconded (kh) to approve the hiring of summer staff and Library assistant to start in the fall. Motion carried.**

Next Meeting

The next regular board meeting will be on Monday May 23rd at 5:45 pm via in person.

Adjournment

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