

Amery Public Library Board of Trustees Monday, December 20 2021

Call to Order

Ashley Long called the meeting to order at 5:45 pm in person at the Amery Area Public Library. Also present were Kyrsten Hughes, Greta McCarty, Betty Tomasek, Linda Gale, Interim Director Heather Wiarda and Youth Service Librarian Amy Dougherty. Guests present were Sarah Fl anum (via Zoom), and John Thompson

Establish a Quorum:

A quorum was established. A motion to approve the agenda was made by Linda Gale and seconded by Betty Tomasek, motion carried. It was certified that the meeting is in compliance with the open meeting law.

Public Comments:

No public comments at this time.

Friends Report:

The Friends meeting was still in progress and we did not have an update.

Approval of Minutes – November:

A motion was made by Kyrsten Hughes and seconded by Greta McCarty to approve the November minutes as submitted.

Interim Library Director Report:

Heather introduced Amy Dougherty to the board. Amy shared about her first month working at the library and the connections that she is working to make in the schools and community.

The library received a Book Mobile Grant. This is a grant they worked on with other Wisconsin libraries.

In January the library will host book bingo. This event will be offered via Zoom and brings many authors together to talk about their books. This is organized by Novel Network and reaches libraries across the country.

The Amery Area Public Library will be closed December 24th and 25th, as well as January 2nd

Financial Report:

Betty Tomasek made a motion to approve the financial report, It was seconded by Greta McCarty. Motion carried

Now Account for Audit:

The Now account was reviewed. It was pointed out that there were some donations made to the Amery Area Public Library.

Greta McCarty made a motion to approve the Now account for audit, Kyrsten hughes seconded the motion. The motion carried.

Approve Vouchers:

Heather shared that two new self checkouts were purchased for the new library. The new library will have two different checkout areas. The old systems had expired software and needed to be updated.

It was noted that there was also a purchase of audio visual items. These are DVD's and audiobooks.

Linda Gale made a motion to approve the vouchers for payment and Betty Tomasek seconded. The motion carried

Discussion/Action Items

1. Discussion of building tour

The library board had the opportunity to tour the new City Center. There was discussion on furniture and shelf placement. January 17th is move-in day.

2. Annie Braaten-to fill remainder of Sarah Flanum's term

Annie and Greta shared a seat as representatives from the school. Greta will remain in that position and Annie will be a city representative.

3. Book Bike Grant

The Amery Public Library worked with other Wisconsin libraries on a book mobile grant. This money will be used to purchase a book bike. This will allow the library to take books out into the community during the summer. The book bike has been named the Paperback Rider.

4. 2022 Wages, Starting Salaries, revisit Circulation Manager job description

This summer the board changed the Youth Services job description and the Circulation Manager job description to allow the circulation manager to fill the role of the library director in the event of their absence.

Kyrsten made a motion to amend the Youth Services Director job description as follows. The Youth Services Director is responsible for management of the library in the absence of the Library Director. This motion was seconded by Linda. The motion carried.

Greta made a motion to approve the revision to the Circulation Manager job description, Betty seconded the motion. The motion carried

Discussion was held about wages and salaries in regards to hiring and sustaining employees. There are concerns about starting wages impacting hiring and retaining of employees.

5. Proposed 2022 Budget for the Amery Area Public Library

The 2022 budget was presented and discussed in regards to expenses and unknown expenses with regards to the move, new spaces and employees. The proposed wage changes are represented. Questions were raised as to flexibility within the budget based on needs and use of the FUN balance. This budget begins January 1 within this budget the board can adjust as expenses arise or decide to use the FUN balance.

Kyrsten made a motion to approve the 2022 budget with proposed wage changes

6. Closure dates for January 2022 move

January 8th will be the library close date. Workers will be packing the library so that it is ready for Daymakers to begin on January 18th.

Motion to approve the close dates for January 9th to February 7th by Annie and seconded by Kyrsten. The motion passed.

7. January rent for West Campus Condo Association

The lease for January on the West Campus will be \$3,408.75, previously the fee was \$2,270.50. Kyrsten made a motion to approve the payment for the January payment on the West Campus. Greta seconded the motion and the motion carried.

8. Date selection for Open House/Ribbon Cutting Ceremony with the City-February Love Your Library month.

The library and city would like to work together on the grand opening of the City Center and Love Your Library month. Staff and board members will be thinking of ideas.

COVID service plan in the new building will be discussed at a later date.

Adjournment

Kyrsten made a motion to adjourn, with a second from Linda. The motion carried.