

Amery Public Library Board of Trustees
Monday, November 28, 2022

Ashley Long called the meeting to order at 5:45pm in person at the Amery Area Public Library. Also, present were Jennifer Tyman, Linda Gale, Kyrsten Hughes, Eric Elkin, Annie Braaten, Director Heather Wiarda, Youth Services Librarian Brooke Christensen and guest Kathy Ryan. Not present; Greta McCarty. **A Quorum was established. A motion (jt) was made and seconded (kh) to approve the agenda. Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Approval of Minutes: October

A motion was made (ee) and seconded (lg) to approve the Secretary's Reports for October. Motion carried.

Public Comments

None to report at this time.

Friends Report

See attached: Kathy was present to report on the last friends meeting, they were questioning if they needed to post their agenda and minutes from the last meeting two weeks prior and where, it was decided that there was a standing notice on the library's website. They have asked that a map of the library be created. The plaque for the memorials will be done locally and will have plaques with all the donors from the past on it. They are brainstorming for ideas on how to increase book sales; if anyone has any ideas let them know. She wanted to let us know they are working on updating some of their bylaws, they are also in need of some new board members and their big Love your Library event will be on February 4th 10-12.

Library Director Report

(See attached). The new logo will be released on December 1st. The book trike is here and they have found someone to assemble it-it will be stored in the police garage as they are not sure how to get it into the library. They are working with the police department on a Giving Tree for Northwoods Homeless shelter to provide them with gifts and clothes for the holiday season. There were 4185 checkouts, 1401 wireless sessions, 152 computer sessions, and 19 new patrons last month.

Personnel Report

There is a meeting planned for March.

Financial Report

A motion was made (kh) and seconded (ab) to table the Financial Report until presented to board next month. Motion carried.

Now Account for Audit

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

Approve Vouchers

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

Discussion/Action Items

1. 2023 Budget:

Heather wanted us to know that the city did approve the appropriation budget of 185,000.00 for our 2023 year.

2. Adjustment to December meeting:

The December meeting would fall the day after Christmas on the 26th; Heather is asking the board if we can move it up one week to the 19th for the month of December. **A motion (ab) was made and seconded (kh) to move the December meeting up one week to December 19th. Motion carried.**

3. Volunteer policy and background checks:

(See attached) After some discussion it was decided to table this discussion for one month for Heather to gain some more information for us.

4. PTO Policy review:

(see directors notes) If an employee works 12 hours or more per week at the library as of now they get PTO; the new city policy states that you have to work 20 hours or more per week to receive PTO. **A motion (kh) was made and seconded (ab) to table the PTO policy review for now. Motion carried.**

Next Meeting

The next regular board meeting will be on Monday December 19th at 5:45 pm at the library.

Adjournment

A motion to adjourn was made (kh) and seconded (ee). Motion carried