

Amery Public Library Board of Trustees
Monday, December 19, 2022

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

Approval of Minutes: November

A motion was made (ab) and seconded (kh) to approve the Secretary's Reports for November. Motion carried.

Public Comments

None to report at this time.

Friends Report

Book sales are getting better. They are going to revisit the wording on the donation plaques to fit the needs of everyone involved. Next sale is the 5th & 7th of January. They are looking forward to hosting another "Love your Library" even after having a couple years off on the 4th of February. They are looking to invite some different business, including the Community Center. They are still looking for a board member to fill a seat. And they are hoping to have a shelf or cart of books for sale on the main level; like they did in the old library for times when the Friend's room isn't open.

Library Director Report

(See attached). The carpet and trim are going to be installed by the water redemption company. Our book trike will be assembled soon, but at this point no rush until spring. Trevor and Brooke are having great success with all of their programming. There were 3755 checkouts, 1110 wireless sessions, 161 computer sessions, and 23 new patrons last month.

Personnel Report

There is a meeting planned for March.

Financial Report

There were 2 issues that need resolving: Pg 5, #8: Should be put under training, meals & mileage & Pg 7: NW Communications was put under Act 150 but that goes under Library Telephone & Internet. The corrections will appear on the next report. **A motion was made (ee) and seconded (ab) to approve October and November Financial Reports. Motion carried.**

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). On the second page EO Johnson has the wrong date. IFLS is going to reimburse all the items pertaining to the book bike. The \$933.33 bill was given to us from the city for our portion of a one-time window cleaning. Heather will ask the city if we can opt out from using that company again and outsource our own company. **A motion (jt) was made and seconded (e) to approve vouchers. 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. (Consideration of disciplinary action of a public library employee & Library Staff bonus.) The Board will not reconvene in open session following the closed session.

A motion was made (ee) to go into closed session and seconded (ab) to discuss the hiring of a new director. Motion carried. Affirmative: Ashley Long, Jennifer Tyman, Kyrsten Hughes, Eric Elkin & Annie Braaten. Negative: None

A motion was made (ab) to come out of closed session and seconded (kh) after the discussion of the hiring of a new director. Motion carried. Affirmative: Ashley Long, Jennifer Tyman, Kyrsten Hughes, Eric Elkin & Annie Braaten. Negative: None

A motion was made (jt) and seconded (ab) for Heather to consult with an employment attorney to review the employee handbook for up to 7 hours of work or a total of \$2695. Motion carried.

A motion was made (ee) and seconded (kh) to approve the bonuses to the library employees as a one-time recognition for our appreciation for their hard work during the transition to the new building. Motion carried.

Discussion/Action Items

1. Review/approval of new Volunteer policy & background Checks:

See attached: There was much discussion on various parts and we asked that a few be edited:

- Pg 2 Line 2: change to Applicant may appear at the next available regularly scheduled Library Board Meeting.
- Remove the word "Attestation" from Petition for Appeal of Failed Background Check

A motion was made (kh) and seconded (ab) to adopt the Volunteer Policy & Background Check Guidelines and Petition for Appeal with the changes stated above for all employees and volunteers starting January 1, 2023.

2. PTO Policy Review:

See attached: **A motion (kh) was made and seconded (ee) to adopt the PTO Policy adopted by the City of Amery of new employees working 20 hours or more per week; all current employees are grandfathered in. Motion carried.**

3. 2022/23 Holiday Schedule:

(See attached) One edit was made: On November 22, 2023 (the day before Thanksgiving) the library will close at 4 and library fulltime staff will be paid for 8 hours. **A motion was made (ee) and seconded (ab) to approve the 2022/2023 Holiday schedule with the edit from above. Motion carried.**

Next Meeting

The next regular board meeting will be on Monday January 23rd at 5:45 pm at the library.

Adjournment

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