

**Amery Public Library Board of Trustees**  
**Monday, May 22, 2023**

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

**Approval of Minutes: April**

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

**Public Comments**

It was announced that on May 3<sup>rd</sup> Linda was appointed for another term on the Library Board of Trustees.

**Friends Report**

(See attached); Kathy reported that at their meeting they discussed 40<sup>th</sup> anniversary ideas. Their Give Big total was \$1035. May Book sales were \$272. Next sale is June 1<sup>st</sup> and 3<sup>rd</sup>.

**Library Director Report**

(See attached). There were 4286 checkouts; 177 computer sessions; 1162 wireless sessions & 37 new patron registrations for the month. Heather was excited to announce she had finished her Master's Program.

**Personnel Report**

Nothing to report at this time.

**Financial Report**

(See attached) The report was reviewed. **A motion was made (jt) and seconded (gm) to approve March Financial Reports. Motion carried.**

**Now Account for Audit**

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

**Approve Vouchers**

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

**Discussion/Action Items**

**1. Summer Reading Program presentations:**

(see attached) This will be Trevor and Brooke's first year with the Summer Reading Program. They presented their programs and are working together on programming

**2. Long Range Plan Timeline:**

(See attached) The focus groups will be starting on the 31<sup>st</sup>

**3. St. Croix Valley Foundation Fund:**

See attached. We currently have \$67,451.49 in the fund and \$2864.00 is spendable at this time. Heather recommended that we use that money towards some of the wish list items we were not able to get when we moved. She gave us a detailed list of items and after discussion **a motion (ee) was made and seconded (gm) to spend up to \$2864.00 this year on items we need to enhance the library. Motion carried.**

**4. Employee Manual discussion/approval:**

Troy recommended that we review the draft and discuss how holiday pay works as well as PTO. Heather recommended that we all review the handbook and see if there is anything we would like to change. It was discussed that the PTO and holiday pay stay as policies and not be added into the handbook. After some more discussion we are going to table the Handbook approval until next month after all of the board members have had time to review the handbook.

**Next Meeting**

The next regular board meeting will be on Monday June 26<sup>th</sup> at 5:45 pm at the library.

**Adjournment**

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