

**Amery Public Library Board of Trustees
Monday, June 19, 2023**

Ashley Long called the meeting to order at 5:45pm. Also, present were Jennifer Tyman, Kyrsten Hughes, Eric Elkin, Greta McCarty, Annie Braaten, Linda Gale, Director Heather Wiarda, A **Quorum** was established. **A motion (gm) was made and seconded (lg) to approve the agenda. Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Approval of Minutes: May

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

Public Comments

Nothing to report at this time.

Friends Report

The Friend's met today, June 19th, they are agreed to share the cost of the author event with the school and library. The next book sale will be the 29th of June and 1st of July.

Library Director Report

(See attached). Brooke has resigned as Youth Services Librarian. There were 4053 checkouts; 170 computer sessions; 1296 wireless sessions & 33 new patron registrations for the month.

Personnel Report

Nothing to report at this time.

Financial Report

(See attached) The report was reviewed. **A motion was made (gm) and seconded (kh) to approve May Financial Reports. 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). **A motion (ab) was made and seconded (gm) 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: *considering the employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercised responsibility.* Library Director

A motion was made (ee) to go into closed session and seconded (kh) to discuss Library Director. Motion carried. Affirmative: Ashley Long, Jennifer Tyman, Kyrsten Hughes, Eric Elkin, Annie Braaten, Linda Gale & Greta McCarty. Negative: None

A motion was made (ab) to come out of closed session and seconded (gm) after the discussion of Library Director. Motion carried. Affirmative: Ashley Long, Jennifer Tyman, Kyrsten Hughes, Eric Elkin, Annie Braaten, Linda Gale & Greta McCarty. Negative: None

Discussion/Action Items

1. Employee Manual Discussion/approval:

(See attached) After discussion **a motion (gm) was made and seconded (kh) to approve the Employee Handbook as amended. Motion carried.** There was discussion on the reimbursement for job expenses Policy (see attached) and after discussion **a motion was made (ab) and seconded (lg) to approve the reimbursement for job Expenses Policies as written. Motion carried**

2. Letter of Support for Polk County Rec Center discussion/approval:

(See attached) Heather stated that there is no financial commitment to this letter; it is just a letter of support for a rec center in Polk County. **A motion was made (kh) and seconded (ab) to approve the letter without the sentence "Furthermore, individual members of our board and staff have pledged to contribute financially to the project." Motion carried.**

3. July Meeting at/after Field Day Event:

It was suggested that our next board meeting possibly be after the Field Day event on July 31st at 5:45; after discussion our board meeting will remain at the usual date and time of July 24th at 5:45pm.

Next Meeting

The next regular board meeting will be on Monday July 24th at 5:45 pm at the library.

Adjournment

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