

**Amery Public Library Board of Trustees
Monday, August 28, 2023**

Ashley Long called the meeting to order at 5:45pm. Also, present were Jennifer Tyman, Eric Elkin, Annie Braaten, Linda Gale, Director Heather Wiarda, Youth Services Librarian Emma Novak. Not present was Kyrsten Hughes. A **Quorum** was established. **A motion (ab) 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: July

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

Public Comments

Ashley read some comment slips that have been filled out by library patrons. Many good compliments were read.

Friends Report

They still have a board opening and could use some more members. Next book sale is August 30th and September 2nd. They are still trying to figure out what to do for a 40th celebration.

Library Director Report

(See attached). There were 4958 checkouts; 170 computer sessions; 1454 wireless sessions & 34 new patron registrations for the month. The Wi-Fi had gone out but has been fixed. Youth services are going well.

Personnel Report

Nothing to report at this time.

Financial Report

(See attached) The report was reviewed. The City had made several mistakes, the highlighted lines have been corrected. **A motion was made (gm) and seconded (jt) to approve the Financial Reports. Motion carried.**

Now Account for Audit

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

Approve Vouchers

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

Discussion/Action Items

1. Trustee Essential: Trustee job description:

See attached. We discussed a trustee description.

2. Roles & responsibilities of board members.:

See attached. We discussed what our roles as trustees and members of the board should be doing to help support our president and library director.

3. Board Calendar:

We talked about setting up a google calendar for the board members, so we know when upcoming events are such as personnel meetings and other planning meetings.

Next Meeting

The next regular board meeting will be on Monday September 25th at 5:45 pm at the library.

Adjournment

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