

Amery Public Library Board of Trustees
Monday, October 23, 2023

Ashley Long called the meeting to order at 5:49. Also present were Eric Elkin, Linda Gale, Director Heather Wiarda, Youth Services Librarian Emma Novak, Annie Braaten, Kyrsten Hughes, and Greta McCarty. Not present was Jennifer Tyman A **Quorum** was established. A motion was made (gm) and seconded (lg) to approve the agenda Motion Carried

September minutes: Note is made to add Greta McCarty to roll call. A motion was made (kh) to approve the September minutes with the addition of Greta and seconded (gm) **Motion carried**

Public Comments

None

Friends Report

Books sales have carried on as scheduled and they are financial supporters of the three authors (Erin Soderberg Downing, Scott Magoon, and Jennifer Nielsen) who are coming to our community along with the AAPL and the school district

Library Director Report

AAPL was voted Best Library in Amery. The library also has free fax services available to the community and it has been appreciated by patrons. The Long Range Plan has been completed and shared with the Committee of the Whole,

Personnel Report:

The personnel committee met and will be working to develop a review process for personnel.

Financial Report:

The report was reviewed. A motion was made (ee) and seconded (kh) to approve the Financial Reports, **Motion carried**

Now Account for Audit author visits were discussed A motion was made (gm) to approve the Now Account for Audit and seconded (lg), **Motion carried**

Vouchers The accounts were reviewed A motion was made (lg) and seconded (gm) to approve the vouchers. **Motion carried**

Discussion Actions Items:

1. **Narcan Use Procedures:** Heather shared the idea of training staff on Narcan use for patrons. Polk County Department of Health is encouraging public entities to be trained in Narcan procedures. Training and supplies would be provided for free. The board

discussed processes and procedures for the training and use of Narcan. Training will be required by staff but distribution will be voluntary.

A motion was made (kh) and seconded (lg) to approve the Narcan Use Procedures.

Motion carried

2. **Board Attendance/Notification Discussion:** Discussion about the policy for attendance and scheduling of meetings to be flexible as much as possible. In the event of an absence send an email to Ashley.
3. **2024 Holiday Schedule:** Heather presented the schedule for library hours, staff schedules, and pay schedules. A reminder that the library follows the school district's weather closure and delay schedule. A motion was made (GM) to approve the 2024 HOliday schedule, seconded (KH) **Motion carried**
4. **Trustee Essential for Review:** 18-Library Board Appointment and Composition

Next Meeting:

The next regular board meeting will be on Monday, November 27th, 2023 at 5:45 pm
Personnel committee will meet at 5:00 pm

Adjournment:

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