

Amery Public Library Board of Trustees
Monday, November 27, 2023

Ashley Long called the meeting to order at 5:48pm. Also, present were Jennifer Tyman, Eric Elkin, Linda Gale, Greta McCarty Kyrsten Hughes & Annie Braaten Director Heather Wiarda, Youth Services Librarian Emma Novak. **A Quorum** was established. **A motion (gm) 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: October

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

Public Comments

We would like to thank Heather and Shannon for taking action to take care of Trevor when he needed medical help.

Friends Report

They are looking for board members and members for the Friends group. Author Michael Perry will be coming April 4th; the friends will host him at the Amery Community Center.

Library Director Report

(See attached). There were 4298 checkouts; 278 computer sessions; 1451 wireless sessions & 32 new patron registrations for the month. The library received a \$300 donation from the Rob Hendricks memorial fund. Ben Jansen will no longer be working at the City and Taylor will be taking on his tasks and working with the library in the interim. Comments were made to Heather at the last City Council meeting from a concerned citizen that Heather does not provide circulation statistics to the City Council when presenting to the Committee of the Whole meetings. Heather informed this citizen that circulation statistics are included in the monthly Library Board meetings, and the minutes for the meetings are posted to our website.

Personnel Report

Will be meeting on Monday Dec 4th at 5:00pm.

Financial Report

(See attached) The report was reviewed. On page 2 the 3rd line, someone accidentally added an extra "0" so it isn't \$160,000.00; it is \$16,000.00, the correction has been made. **A motion was made (lg) and seconded (kh) to approve the Financial Reports. Motion carried.**

Now Account for Audit

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

Approve Vouchers

The bills were reviewed (see attached). The library staff is working on spending the materials budget before the end of the year. **A motion (ab) was made and seconded (kh) to approve vouchers. Motion carried.**

Discussion/Action Items

1. School District of Amery student/staff meeting room use:

The school has asked if there is a space available for a student and tutor to use during the school day. Heather has some concern with this as there was an incident in the past where damage occurred to the library. After discussion we asked Heather to ask our lawyer on retainer to see what he suggests, to put together a memo of understanding and discuss with Brad Baumgartner at the school.

2. Long Range plan update:

Heather said that she will be updating us every month on the plan and what they are working on. The staff have meetings every week and talk and highlight goals.

3. Trustee essential #19:

(See attached) We went over the material and discussed it.

Next Meeting

The next regular board meeting will be on Monday December 18th at 5:45 pm at the library.

Adjournment

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