

**Amery Public Library Board of Trustees**  
**Monday, Dec 18, 2023**

Linda Gale called the meeting to order at 5:45pm. Also, present were Jennifer Tyman, Eric Elkin, Greta McCarty, Kyrsten Hughes, Annie Braaten, Director Heather Wiarda, Youth Services Librarian Emma Novak; not present Ashley Long. 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: November**

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

**Public Comments**

None at this time.

**Friends Report**

The Friends gave \$3,000.00 to the library for large print books. They raised around \$3,900.00 for yearly book sales. They elected the same board.

**Library Director Report**

(See attached). There were 4289 checkouts; 241 computer sessions; 1597 wireless sessions & 31 new patron registrations for the month.

**Personnel Report**

The committee met with Heather; she is doing well. They worked on an evaluation system to see what fits and what to use going forward.

**Financial Report**

(See attached) The report was reviewed. On page 2 the 3<sup>rd</sup> line, someone accidentally added an extra "0" so it isn't \$160,000.00; it is \$16,000.00, the correction has yet to be made. Heather is also working with the city to figure out exactly how much is in the FUND balance. **A motion was made (jt) and seconded (ee) 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 (jt) to approve vouchers. Motion carried.**

**Discussion/Action Items**

1. **Library Behavior Policy:**  
(See attached) After discussion and review of the policy **a motion (jt) was made & seconded (ee) to approve the new Patron Expectations & Behavior Policy. Motion carried.**
2. **Photography & Recordings Policy:**  
(See attached) After discussion and review of the policy it was decided to strike the highlighted sentence. **A motion (av) was made and seconded (kh) to approve the Photography & Recordings Policy with the one amendment. Motion carried.**
3. **Meeting & Study Room Policy:**  
See attached) After discussion **a motion (gm) was made and seconded (ab) to approve the Meeting & Study Room Policy. Motion carried.**
4. **3D Printer Policy:**  
(See attached) After discussion and review of the policy **a motion (ab) was made and seconded (gm) to approve the 3D Printer Policy. Motion carried.**
5. **Amery School District MOA:**  
(See attached) After discussion and review of the MOA **a motion (gm) was made and seconded (kh) to approve the ASD MOA. Motion carried.**
6. **Long Range Plan update:**  
The staff continue to meet and are working on a calendar and some sort of display to show the patrons what is being worked on.

**Next Meeting**

The next regular board meeting will be on Monday January 22, 2024, at 5:45 pm at the library.

**Adjournment**

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