

Amery Public Library Board of Trustees
Monday, Jan 22, 2024

Ashley Long called the meeting to order at 5:45pm. Also, present were Jennifer Tyman, Eric Elkin, Greta McCarty, Linda Gale & Annie Braaten Director Heather Wiarda, Adult Services Librarian Trevor Richards, Youth Services Librarian Emma Novak; not present Kyrsten Huges. A **Quorum** was established. **A motion (lg) 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: December

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

Public Comments

Heather and Ashley wanted to make note of the many notes, cards & letters of thanks that have been received.

Friends Report

Nothing to report at this time; they had to cancel their meeting.

Library Director Report

(See attached). There were 4933 checkouts; 164 computer sessions; 1410 wireless sessions & 31 new patron registrations for the month.

Personnel Report

Nothing to report at this time.

Financial Report

(See attached) The report was reviewed. Under "Supplies & Expenses" the accounting is off; our records show we have spent more than the City shows we have spent. The City and the Library are looking into the discrepancies. After discussion the board decided to table the approval of this report until next month; pending clarification. **A motion was made (ab) and seconded (lg) to table the Financial Reports. Motion carried.**

Now Account for Audit

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

Discussion/Action Items

1. Revision to Exhibits, Displays, Bulleting Board & Pamphlet Racks Policy:

(See attached; note all changes are highlighted) After discussion and review of the policy **a motion (gm) was made & seconded (lg) to approve the amended policy as written. Motion carried.**

2. Revision to Library Patron Expectations and Behavior Policy

(See attached; note all changes are highlighted) After discussion and review of the policy **a motion (gm) was made & seconded (ab) to approve the amended policy as written. Motion carried.**

3. Revision Photography & Recordings Policy:

(See attached; note all changes are highlighted) After discussion and review of the policy **motion (ab) was made and seconded (lg) to approve the amended policy. Motion carried.**

4. Fund Balance/plan Update:

(See attached) In 2022, then-director Rachel Thomas was told by then-Clerk Jansen that our Fund balance was \$118,000.00 and a plan was made to spend those funds. When current Director Heather Wiarda inquired about the Fund balance in January of 2024, she was told by Deputy Clerk Larson that the balance is \$283,000.00, with this number coming from the 2022 audit. When we have an audit, that is the amount we use for the next year to budget with. There are currently a lot of questions as to how the Library was given such drastically different numbers. Going forward

there should be an estimated amount of \$249,820.00 and by the end of the year there should be around \$263,369.00. It has been recommended that we put together a Fund Balance Policy and the City Auditor suggested retaining a balance of around 25% of our annual budget. All this information has been shared with John Thompson and Heather is meeting with him in the coming weeks to work on policy and planning.

Heather has suggested we put together a policy and create a plan for how to spend the fund balance. Moving forward we will be working with the auditor and the city to get an accurate number and more consistent wording.

5. Bibliotheca book locker proposal:

(See attached) A representative from Bibliotheca LLC. came to visit and has submitted a bid for an outdoor locker unit that patrons can request to have as another option for checking out their books and media after hours. After discussion it has been suggested to wait on going forward until we have more information and some possible other bids from an electrician and possibly a printer that could create an advertising wrap for the locker unit.

6. Long Range Plan update:

The website has been updated with the Plan highlighted in a narrative form that is easier for our patrons and the public to understand. Each goal has its own information listed with how those goals are going to be achieved.

7. Trustee Essential 20; The Library Board and Building Accessibility:

Tabled until next month.

Next Meeting

The next regular board meeting will be on Monday February 19, 2024, at 5:45 pm at the library.

Adjournment

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