

Amery Public Library Board of Trustees
Monday, February 19, 2024

Ashley Long called the meeting to order at 5:45pm. Also, present were Jennifer Tyman, Kyrsten Huges, Greta McCarty, Linda Gale & Director Heather Wiarda, not present Eric Elkin & Annie Braaten. A **Quorum** was established. **A motion (jt) was made and seconded (lg) to approve the agenda. Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Approval of Minutes: February

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

Public Comments

Heather read a nice review that was left on Google.

Friends Report

They made \$450 on their last book sale. Planning on hosting Michael Perry on May 4th at the Community Center. There still may be some more plans in the works for the 4th anniversary year.

Library Director Report

(See attached). There were 5518 checkouts; 214 computer sessions; 1168 wireless sessions & 35 new patron registrations for the month.

Personnel Report

Nothing to report at this time.

Financial Report December & January

(See attached) The report was reviewed. Things to note for December: The City had to make an adjustment to one entry and had recorded January 2023 credit card vouchers under December 2022. Things to note for January: The vouchers had not been entered yet at time of report; they will be on next month. **A motion was made (gm) and seconded (lg) to approve the Financial Reports for December and January. 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). **A motion (kh) was made and seconded (gm) to approve vouchers. Motion carried.**

Discussion/Action Items

1. Annual Report Review:

The Annual Report has been done for a couple of weeks; a few key points are that circulation has gone up, we have added more hours to the schedule for 2023-24. Heather and Ashley will sign and send into the state.

2. Fund Balance Policy:

(See attached) Heather has met with John Thompson and together they drafted a policy. **A motion (gm) was made & seconded (lg) to approve the new Fund Balance Policy as written. Motion carried.**

3. Fund Balance Plan:

- (See attached) Heather and John Thompson have been working on a plan and schedule.

Updated Fund Balance plan: Estimated beginning balance January 1, 2023: \$249K The plan is as follows: set aside 10K for payouts (PTO, etc.), set aside 10K for equip/building, set aside 10K for future innovation projects, set aside 40K for previously approved wage increases from 2025-2028, set aside 20K for

tech from 2025-2028= 90K "designated", after 2028 a balance will remain of 30K. **A motion (kh) was made and seconded (gm) to approve the updated Fund Balance Plan. Motion carried.**

- **Amount left to Allocate: 159K:**

- **Proposed:** spend the 10K already approved on wage increase, see 2024 Hours/wages worksheet (conversation has been had about switching the 10K to 5K for technology, and 5K to 10K for wages, but the board has not made an official decision yet) The Library will also allocate \$28K for book locker and \$95K for bookshelves **A motion was made (gm) and seconded (kh) to allocate the funds as listed above \$5K for Technology and \$10K for wages that had been already approved by the board. Motion carried.**

- **Statement to be posted:**

- The library will retain \$10K to cover leave payouts, any additional fund balance will be designated/redesignated on/around June 1; whenever audit is complete for the year.

4. Proposed Book Locker Purchase:

(See attached) After some discussion **a motion was made (jt) and seconded (kh) to approve the Bibliotheca bid at \$22,261 plus electrical work and vinyl wrap up to a total of \$28,000.00. Motion carried.**

5. Proposed bookshelf Purchase:

(See attached) Heather has proposed that we spend \$60K for new Youth Services Shelving; \$35K for upstairs shelving in the Mystery, Romance, Western, hold shelves and community information shelving on the main level. **A motion was made (gm) and seconded (lg) to approve the purchase of shelving for both levels for a total of \$95K, motion carried.**

6. CCTV Discussion:

Heather mentioned that there was an incident outside that was not in the view of our cameras and asked if we are responsible for getting something to see that area. After discussion we decided not to go further with this idea at this time. No action was needed.

7. Long Range Plan Update:

The staff are always working on items on the plan. There is an accessibility audit scheduled for the library soon.

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

Heather shared key points with us.

Next Meeting

The next regular board meeting will be on Monday March 25, 2024 at 5:45 pm at the library.

Adjournment

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