

Amery Public Library Board of Trustees
Monday, March 25, 2024

Ashley Long called the meeting to order at 5:45pm. Also, present were Jennifer Tyman, Kyrsten Huges, Greta McCarty, Linda Gale Eric Elkin & Annie Braaten. Director Heather Wiarda, Adult Services Librarian Trevor Richards & Youth Services Librarian Emma Novak were also present. 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: February

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

Public Comments

The Apple River Quilt Guild sent a \$200 thank you gift.

Friends Report

The book sales are going well. They are getting in scholarship applications and will start the process of choosing the recipients soon. 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. They are in need of more board members and members in general if you know of anyone.

Library Director Report

(See attached). There were 4896 checkouts; 183 computer sessions; 1220 wireless sessions & 44 new patron registrations for the month.

Personnel Report

Nothing to report at this time.

Financial Report February

(See attached) The report was reviewed. All line items match up now. **A motion was made (kh) and seconded (lg) to approve the Financial Reports for December and January. Motion carried.**

Now Account for Audit

The accounts were reviewed (see attached). The account still has about \$40,000.00. The donation wall is still being planned and when the estimates come in for that, Heather suggested that we use fund from this account to pay for that. **A motion was made (jt) and seconded (kh) to approve the Now Account for Audit. Motion carried.**

Approve Vouchers

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

Discussion/Action Items

1. Cintas:

(See attached) After review of the paper work Heather presented and discussion of the cost of this service; we asked Heather to do some investigating on billing and usage of library supplies so we can make an informed decision.

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. Schedule of Appointees & Renewals:

(See attached) Heather presented us with an updated list of board members and when their terms are up.

4. Long Range Plan Update:

The staff are always working on items on the plan. The plan narrative has been updated on the website.

5. Trustee Essential 18; Library Board Appointments & Composition:

Heather shared key points with us.

Next Meeting

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

Adjournment

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