

**Amery Public Library Board of Trustees**  
**Monday, June 24th, 2024**

Ashley Long called the meeting to order at 5:45pm. Also, present were Jennifer Tyman, Kyrsten Huges, Greta McCarty, Annie Braaten, Eric Elkin & Linda Gale. Director Heather Wiarda, Adult Services Librarian Trevor Richards & Youth Services Librarian Emma Novak were also present. A **Quorum** was established. **A motion (lg) was made and seconded (kh) to approve the agenda. Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

**Approval of Minutes: May**

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

**Public Comments**

Krysten mentioned that a friend of theirs has become a regular patron and appreciates the staff's ability to read the patrons knowing when they do and don't want to interact with others. Also, the new flower boxes look nice outside.

**Friends Report**

Summer tends to be a bit slower for the friends; they are still planning to do something for their 40<sup>th</sup> anniversary sometime in the fall. They are still looking for members in general and board members as well.

**Library Director Report**

(See attached). There were 5161 checkouts; 371 computer sessions; 1300 wireless sessions & 63 new patron registrations for the month.

**Personnel Report**

The committee met on June 3<sup>rd</sup> at 5:00 pm; see attached for the minutes. They did mention that they will be giving a public notice in advance next time. There is now a "working" document for a yearly review. There was discussion on how to proactively plan for the cost-of-living increase and raises in the budget in a line item to take effect after our ACT 150 allocations have been received.

**Financial Report**

(See attached) The report was reviewed. Heather mentioned that Taylor at the city is doing a great job in getting reports to the library and everything came back perfectly on the last report. **A motion was made (jt) and seconded (kh) to approve the Financial Reports for May. Motion carried.**

**Now Account for Audit**

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

**Approve Vouchers**

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

**Discussion/Action Items**

**1. Book locker demonstration:**

Heather showed us how to use the new book lockers and the proof of the design for the wrap that will be installed soon. See attached for more details.

**2. Space agreement update:**

The finance committee decided to throw out all the old drafts and start over.

**3. Proposed closure for new bookshelves:**

Heather has asked for one day when the shelves are delivered to close for installation of the new book shelves. There has not been a date set as of yet but she wanted to plan ahead instead of calling a special meeting in order to get approval. The old shelves will be offered to the historical society and the school. **A motion (lg) was made and seconded (ab) to approve a proposed closure for up to 2 days for the installation of the new book shelves; with the date yet to be determined. Motion carried.**

**4. Computer and Internet Use Policy revision:**

(See attached) The crossed-out information has been suggested to be removed from the policy and the highlighted information to be added. After discussion we had some more edits: it will now read under: **Using library computers: 1<sup>st</sup> bullet point: Patrons must use their own MORE library card to log on to a computer. Patrons under the age of 16 must have their own library account to access the public computers. No guest passes will be used for patrons under 16.**

**A motion (ab) was made and seconded (kh) to approve the Computer & Internet Use Policy revision as modified. Motion carried.**

**5. Long Range Plan Update:**

(see attached) Heather shared that they are lacking in creating additional readers advisory tools and will be looking into some strategies in August to start gaining momentum on this project.

**Next Meeting**

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

**Adjournment**

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