

Amery Public Library Board of Trustees
Monday, August 26, 2024

Ashley Long called the meeting to order at 5:45pm. Also, present were Jennifer Tyman, Eric Elkin & Linda Gale; not present Kyrsten Hughes & Annie Braaten Director Heather Wiarda, Adult Services Librarian Trevor Richards, and Youth Services Librarian Emma Novak were also present. And guest Debbie Elmer. 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: July

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

Public Comments

Ashely shared two public comments both stating how much they enjoyed visiting the library.

Friends Report

There was discussion of being open when the library is open- unmanned- that is something they are not interested in at this time. It was suggested to have someone from the friends come to the library meetings. They are still looking for new members and board members. Overall things are moving along as well as can be expected and book sales are going on as usual.

Library Director Report

(See attached). Emma will be riding the book bike in the Fall Festival Parade; and some other staff will be walking along. The library will be hosting a voter registration day on September 17th. There were 5884 checkouts; 445 computer sessions; 1384 wireless sessions & 54 new patron registrations for the month.

Personnel Report

None at this time. There is a meeting scheduled for the near future.

Financial Report

(See attached) The report was reviewed. **A motion was made (gm) and seconded (lg) to approve the Financial Reports for July. Motion carried.**

Now Account for Audit

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

Approve Vouchers

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

Discussion/Action Items

1. Donar Wall Update with Debbie Elmer

Jim Thompson and Debbie are collaborating to build the frames for the Plexi-glass plaques. She asked for input on some design ideas she had. She is hoping to have a prototype soon.

2. 3 Open Shifts/week

There are three shifts that are consistently not getting filled and are having to be filled by full time workers or don't get done. It was discussed that Heather can hire a part-time employee to fill that position.

3. Fairfield Parent + Child Carrell:

(See attached) Often times there are families that come in and find it difficult to manage a small child and work on the public computer. There is still \$3000 available in the Fund Balance to spend; this is around \$3800 with some of the additional panels costing more. **A motion (jt) was made and seconded (lg) to approve the purchase of the child carrell for a total up to \$4500. Motion carried.**

4. Draft 2025 Budget Review:

(see attached) Heather showed us an updated budget with the new employee, cost of living increase and water & sewer increase; along with the updated MORE budget. **A motion (lg) was made and seconded (gm) to approve the 2025 draft budget for Heather to present to the City Council. Motion carried.**

5. Policy Review: Confidentiality of Library Records & Service Animals Policy:

(See attached) Heather recommends no changes at this time. She just wanted us to review and approve. **A motion (lg) was made and seconded (ee) to approve the review of the Confidentiality of Library Records & Service Animals Policy as written. Motion carried.**

6. Long Range Plan Update:

The library had a school supply drive; the book bike has driven around town to Evergreen Village and they are working with the ADRC to bring a bus or van of residents to the library in the winter months when the bike is unable to travel.

Next Meeting

The next regular board meeting will be on Monday September 23, 2024 at 5:45 pm at the library.

Adjournment

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