

**Amery Public Library Board of Trustees**  
**Monday, September 23, 2024**

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

**Approval of Minutes: August**

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

**Public Comments**

Linda made a comment that someone may be hit in the face by the book locker if they are not careful and suggested possibly putting up a sign or ask people to step back when the doors open.

**Friends Report**

Nothing to report at this time; book sale will continue as usual.

**Library Director Report**

(See attached). The new bookshelves have been installed and the new library employee has been hired. The library will be hosting a voter registration day on September 17th. There were 5400 checkouts; 579 computer sessions; 1404 wireless sessions & 43 new patron registrations for the month.

**Personnel Report**

None at this time.

**Financial Report**

(See attached) The report was reviewed. There is one item that needs to be changed from print materials to supplies; other than that, everything else looks good. **A motion was made (ee) 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 (ab) to approve the Now Account for Audit. Motion carried.**

**Approve Vouchers**

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

**Discussion/Action Items**

**1. Discussion of 2025 Exempt/Non-exempt Staff**

The threshold has changed a bit for overtime; Heather has talked with her staff and has said that there is never to be overtime unless there is written approval from her. Heather is right at that threshold after her raise in March.

**2. Policy Review Circulation of Library Materials & Emergency Closings/Delayed Openings**

**a. Circulation of Library Materials:**

(see attached) Note the highlighted areas and strike through lines for changes. In addition the following line was added: "including the use of public computers." **A motion was made (ee) and seconded (ab) to approve the suggested changes as amended. Motion carried.**

**b. Emergency Closings/Delayed Openings:**

(see attached) See highlighted and strike through lines for changes. **A motion was made (ee) and seconded (ab) to approve the suggested changes as amended. Motion carried.**

**3. Long Range Plan Update:**

Heather reviewed the plan with us and what they are working on.

**Next Meeting**

The next regular board meeting will be on Monday October 28th, 2024 at 5:45 pm at the library.

**Adjournment**

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