

Amery Public Library Board of Trustees
Monday, October 28, 2024

Ashley Long called the meeting to order at 5:45pm. Also, present were Jennifer Tyman, Eric Elkin, Annie Braaten, Kyrsten Hughes, Linda Gale, & Greta McCarty. Director Heather Wiarda, Adult Services Librarian Trevor Richards & Children Services Librarian Emma Novak were also present. A **Quorum** was established. **A motion (ab) and seconded (gm) was made to amend the agenda to include Mold Results to the Discussion/Action Items. Motion carried. A motion (ee) was made and seconded (ab) to approve the amended agenda. Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Approval of Minutes: September

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

Public Comments

Heather shared an email regarding the voting process and integrity of the voting system presentation.

Friends Report

Book sales are continuing as usual. They are setting up a contest for all school aged children to design a new logo that will be put on bookbags for them to sell. They are still looking at a special event for their 40th anniversary.

Library Director Report

(See attached). Heather made note that they are one step closer to a grant to purchase a "Job Pod". There were 4065 checkouts; 359 computer sessions; 1244 wireless sessions & 30 new patron registrations for the month.

Personnel Report

There is a meeting scheduled for November 28th at 5:00pm.

Financial Report

(See attached) The report was reviewed. **A motion was made (jt) and seconded (kh) to approve the Financial Reports for September. Motion carried.**

Now Account for Audit

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

Approve Vouchers

The bills were reviewed (see attached). Heather made note to tell us that there are a lot of larger invoices coming in from all the big purchases that were made. **A motion (ab) was made and seconded (gm) to approve vouchers. Motion carried.**

Discussion/Action Items

1. Mold found in building

(See attached) There was mold spotted on a wall downstairs. They did a DIY test and it did come back positive; and Heather asked a mold specialist company to come in and they did extensive testing and it was confirmed that there was mold in the STEM room. Heather presented a statement to us that she want to release to the community. After discussion **a motion (ab) was made and seconded (lg) to approve the press release for public consumption and to share with the City of Amery. Motion carried.**

2. 2025 Exempt/Non-Exempt

(see attached) We did discuss at the last meeting that any employee with a salary of \$58656.00 would be exempt from mandatory overtime pay. Heather is at the cusp of being over that and had asked if we should bump her up to her next raise now or wait it out until March, when her raise will take effect. After much discussion it was decided to keep her at her current pay rate. No action needed at this time.

3. Updated Fund Balance Information per 2023 audit:

(see attached) After our updated balance we have \$4000 left to spend. Heather proposed ordering one more book shelf for the Young Adult Section for \$2392.50. **A motion (gm) was made and seconded (lg) to approve the purchase of a Young Adult bookshelf at the cost of \$2392.50. Motion carried**

4. Policy Review

- a. **Holiday Hours policy:** (see attached) Discussion was made on the amended strike through and highlighted areas. **A motion (kh) and seconded (gm) to approve the Holiday Policy as amended with the exception of removing “Good Friday” wording & day off for full time staff. Motion carried.**
- b. **Volunteer Policy:** (see attached) There are no changes to the policy; just routine review. No action needed at this time.

5. Trustee Essential 22: Freedom of Expression & Inquiry

Tabled for a later date.

6. Long Range Plan Update:

(see attached) Heather, Trevor and Emma reviewed their participation in completing the plan.

Next Meeting

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

Adjournment

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