

Amery Public Library Board of Trustees
Monday, December 16, 2024

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

Approval of Minutes: November

A motion was made (gm) and seconded (kh) to approve the Secretary's Reports for November with the Edit to change the date from October to November. Motion carried.

Public Comments

A patron commented to Linda that they thought all of the staff were very friendly and helpful.

Friends Report

Heather suggested a grant from Random House for them to look at. They approved the 2025 budget. Book sales are continuing as usual. There was one entrant for the tote bag contest and they re-elected officers. They are also looking for new members and board members.

Library Director Report

(See attached). Heather reported that they had their second slip and fall that ended with a concussion; she has talked with Jeff from the city and they have come up with a plan. The finance committee from the city has approved Archer to do the mold remediation. That then goes to the city council on the Wednesday Dec 18th. The city clerk wrote a larger check to Baker & Taylor than what was budgeted and after some paperwork we will be getting the refund from them. We discussed the mural and hopefully will have a mock-up at the next meeting.

Personnel Report

The committee met tonight. They made some changes to the form, they looked at some reports that help quantify the work being done at the library. They will meet again in 6 months.

Financial Report

(See attached) The report was reviewed. We did not approve the report due to the mistake from the City Clerk with the check written to Baker & Taylor.

Now Account for Audit

The accounts were reviewed (see attached). **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 (kh) to approve vouchers. Motion carried.**

Discussion/Action Items

1. Director Evaluation Form Discussion:

(See attached) We discussed the changes and what Heather is currently doing along with seeing reports with Library IQ.

2. Donation of old computers to Amery Area Historical Society:

The Historical Society board asked Heather if the library would consider donating some of the old computers we have on hand. After discussion **a motion was made (ee) and seconded (kh) to provide old inventory of computers to the Amery Area Historical Society provided we have a surplus. Motion carried.**

3. Policy review: Collection Management Policy & Reimbursements for Job Expenses Policy:

(see attached) It was discussed to add a local authors donation/purchasing collection development to the Collection Management Policy. **A motion was made (kh) and seconded (gm) to add the local and independent authors collection policy to the Collections Management Policy. Motion carried**

4. Trustee essential 24: Library Friend & Library Foundations

Our friends group is having trouble following this particular Trustee Essentials policy. After much discussion it was decided that we as a board are going to start rotating through and going to the Friends meetings.

5. Long Range Plan Update:

(see attached) No changes to report at this time; there are little things that are being worked on with the readers advisory section.

Next Meeting

The next regular board meeting will be on Monday January 27, 2025 at 5:45 pm at the library.

Adjournment

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