

Amery Public Library Board of Trustees
Monday, February 24, 2025

Ashley Long called the meeting to order at 5:45pm. Also, present were Jennifer Tyman, Eric Elkin, Linda Gale, Greta McCarty & Kyrsten Hughes, Annie Braaten Also present Director Heather Wiarda, Adult Services Librarian Trevor Richards, Youth Services Librarian Emma Novak & guest Debbie Elmer. A **Quorum** was established. **A motion (gm) and seconded (ab) 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: January

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

Public Comments

Nothing to report at this time.

Friends Report

As a Library Board we each of us are going to try to get to a meeting; Ashley will be the first of us to go. Book sales are still popular.

Library Director Report

(See attached). Trevor has taken a new position in Bruce WI, his last day will be March 14th. The currier company that IFLS has used for years is ceasing to serve the library system. IFLS has found a new currier that will be taking over. The Annual report has been submitted. The mold remediation has been finished; Jeff & Heather will to a final walk through to sign off on all the work. There were 4877 check outs; 34 new patrons; 356 computer users & 1174 wireless users.

Personnel Report

Nothing to report at this time.

Financial Report

(See attached) **A motion (jt) was made and seconded (lg) to approve the Financial Report. Motion Carried.**

Now Account for Audit

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

Approve Vouchers

The bills were reviewed (see attached). Heather is now splitting out what Emma is spending in real time so she can see where she is at; since there are times, she orders books and they don't get charged until they are shipped making it a bit confusing on how much she has left in the budget. **A motion (ab) was made and seconded (lg) to approve vouchers. Motion carried.**

Discussion/Action Items

1. Donar Wall update/viewing with Debbie Elmer:

(See attached) Debbie presented a map of what the wall will look like. She is hoping to get a prototype of that ready to go soon. We asked her to get the map printed so we can see it before the next meeting.

2. Review Draft of MOU with City of Amery:

(See attached) Alex & Heather have been working on putting together a MOU for the library and City. During the discussion it was asked that a line be added about no contracts be entered into on the library's behalf without the Library Boards Approval. We had many other comments and feedback that Heather will rework and present to Alex.

3. Review of Adult Services Librarian starting salary range:

(see attached) Heather wants to keep the range at \$37000.00 to 42000.00 and have the first round of applicants submitted in three weeks. **A motion was made (kh) and seconded (lg) to accept the Adult Services Librarian Job posting and salary. Motion carried**

4. Policy Review: Epidemic and Library Health Emergency Policy:

(see attached) Heather had made some strike through and additions to the already existing policy. **A motion was made (ab) and seconded (gm) to approve the policy as amended: changing page 1, paragraph 4 to read “to maintain normal hours of operation and/or normal service levels” and changing page 3, Responsibility for Library Operations to read “If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority falls to the Library Director’s designee(s).” Motion carried.**

5. Trustee essential 14: The Library board and the Open Meeting Law

The policy was discussed, and Heather presented some examples of adding a public comment policy. **A motion was made (ab) and seconded (ee) to adopt the following public comments notification to the agendas** “*The public may speak on any item that is not included on this agenda. In accordance with open meeting laws, the Library Board may not respond or discuss the issue brought forward at this time. In accordance with open meeting laws the Library Board must notice an item on the agenda to allow discussion on that matter. Your comments will be considered and may be placed on a future agenda for further discussion. Any person wishing to submit a public comment digitally may email them to library@amerylibrary.org until noon of the day of the meeting. Although your comments will be presented to the Library Board they may or may not be read aloud or discussed during the meeting. The Public Comment Portion will be limited to 5 minutes total per speaker with the total duration to be at the Library Board President’s discretion. The Library Board may act on any item that is noticed on the agenda.” **Motion carried.**

6. Long Range Plan 2-year Update:

(see attached) The two-year plan was reviewed and Heather reported the progress that has been made. A Reading advisory pamphlet was presented as they continue to tweek it for publication.

Next Meeting

The next regular board meeting will be on Monday March 31, 2025 at 5:45 pm at the library.

Adjournment

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