

**Amery Public Library Board of Trustees**  
**Monday, August 25 2025**

Ashley Long called the meeting to order at 5:45pm board members present Jennifer Tyman, Eric Elken, Linda Gale, Greta McCarty & Annie Braaten, Director Heather Wiarda & Youth Services Director Emma Novak were also present. Board members not present was Kyrsten Hughes. 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.

**Public Comments**

Heather shared a thank you card from the Adult Summer Reading program winner!

**Approval of Minutes: July Minutes**

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

**Friends Report**

(see attached) Emma went to the meeting. The book sales are still going well and that has been some good sales from having the extra cart available on the main floor. We talked about how we could encourage them to keep the book room open during regular library hours.

**Library Director Report**

(See attached) There has been some wet carpet, wet tiles that were found; the source of the leak has been found and public works has been working on cleaning it up. Heather included the update to the Long-Range Plan. Lori is on medical leave at least through the end of August but most likely longer than that. Emma had over 600 attendees over the month of July for the 30 programs she had planned. Heather presented a board calendar so we knew when specific items needed to be addressed at each meeting. There were 5446 check outs, 51 new patrons, 1356 computer sessions and 2614 wireless sessions, through out the month.

**Financial Report:**

(See attached) Everything looks good. **A motion (gm) was made and seconded (lg) to approve the Financial Reports. Motion Carried.**

**Now Account for Audit**

(see attached). **A motion was made (ab) and seconded (jt) to approve the Now Account for Audit. Motion carried.**

**Approve Vouchers**

The bills were reviewed (see attached). Heather pointed out that on line three there was an entry of \$1500.00 that was spent out of this fund but was also offset by the St. Croix Valley Fund. **A motion (lg) was made and seconded (gm) to approve vouchers. Motion carried.**

**Donar Wall Update**

Heather spoke with Debbie; the first map is going to the engravers by the end of this month (August).

**Fund Balance update and plan adjustment**

IFLS said it is not correct for the auditor to link the FUND balance with the Donation account. Heather suggested not moving \$15000.00 into the NOW Account until this all figured out. **A motion (ee) was made and seconded (ab) to pause the Fund balance spending indefinitely, motion carried.**

**2026 Draft Budget**

Heather presented the 2026 budget and did not include the \$15000.00 transfer from the Fund balance after the board's discussion to freeze the Fund balance spending. After discussion with the board; Heather will ask for \$220,000.00 from the City of Amery.

**Policy Review: Unattended Children and Vulnerable Adults Policy**

(see attached) After last month's discussion Heater added a new line (see highlighted.) **A motion (ab) and seconded (gm) to approve the policy as written with the changes presented. Motion carried.**

**Assignment of Long-Range plan committee members and personnel committee members**

Long Range Committee

Annie Braaten  
Greta McCarty  
Linda Gale

Eric Elken  
Kyrsten Hughes  
Ashley Long

With meetings in October and April

With meetings in September and March

Personnel Committee

**Next meeting date: Monday September 22<sup>nd</sup> at 5:45pm at the Amery Area Public Library.**

**Adjournment**

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