

Amery Public Library Board of Trustees
April 20, 2020

Wendy Dietrich called the meeting to order at 6:15 pm. Also present were Jennifer Tyman, Sarah Flanum, Betty Tomasek, Kyrsten Huges, Annie Braaten, Jen Lee, Gretta McCarty, and Director Amy Stormberg. Guests present Ashley Long and Erin Hunter, Doug Drake, John Thompson, Ellen Rosenow. A **Quorum** was established. The **motion (bt) to approve the agenda and seconded (sf). Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Public Comments

None at this time.

Friends Report

There was a question if books and other media could be donated to local nursing homes. John said he would check into it and he would know more after a meeting he has coming up tomorrow. The author event will be postponed, to possibly October. The scholarship decision process will start soon **1** people applied for the 5 scholarships possible; they give out 2-\$1000 and 3-\$500 scholarships.

Approval of Minutes: March

The March minutes and the special meeting minutes from April 4th were reviewed. **A motion was made (sf) and seconded (ab) to approve the Secretary's Report as amended. Motion carried.**

Library Director Report

See attached. The Library is currently closed until further notice. John and Amy are going to check to see if we can start doing curb side pick-up with books that are currently on the hold shelf and proceed further after that. There are a lot of online activities going on right now, one of the most popular activities is "Stump the Chef," and the staff is adding and updating things to the webpage and Facebook page. Erin is hosting a virtual story princess time with Princess Rupunzel, she will read a story; there will be a tutorial on how to make window paint and time to chat with the princess.

Personnel Report

We have scheduled a meeting next month on May 18th at 5:30.

Financial Report

We are right on track with the budget because we still had regular hours of operation in March. There will be some budget changes in April. It was suggested by Betty that we purchase our supplies and other necessities as close to home as possible to help support our local community.

Now Account for Audit:

The accounts were reviewed (see attached).

A motion was made (bt) and seconded (kh) to accept the financial report and approve Now Account for Audit. Motion carried.

Approve Vouchers (see attached)

The bills were reviewed. **A motion (jt) was made and seconded (ab) to approve vouchers for payment. Motion carried.**

Old Business

1. Proposed Center:

- 1) **Feasibility Study:** Amy, John, and Wendy met with Brian from SEH and presented a bubble diagram with ideas of the library's along with all the other entities that will be going into the new building. Wendy had said that Brian felt he had a lot of good information from everyone and has a better feel of what kind of space is needed for everyone. It is obvious that everyone involved will be losing space. SHE was going to come up with some plans and get back to everyone involved with some new diagrams in a week. The initial diagram did have about half of the main level space and most of the basement mapped out for the library. Wendy had advocated having the library stacks on the main floor. Brian had said that he might be able to work something out with the structure.
- 2) **West Condo Meeting:** Wendy stated that it was an informative meeting however we did not get the answers we were hoping for. Jim Leadholm said that in 2019 the city had expressed to the Condo Association that the city would not be using that space anymore and the hospital already has plans to use that space when the library moves out. The city is in current negotiations to enter a short term lease until the new building is ready. Wendy suggested a special meeting after we get the information back from SEH.

2. Long Range Planning Committee:

A new committee will be formed next month. It has also been mentioned that Jen Lee will be leaving the board; Annie and Greta will split from both being the school district representative, giving us the proper amount of members for the board. It will be decided at a later date which will stay on as the school district representative.

Once the bubble diagram is finalized, the next step will be to sketch out what the space looks like in detail. Then everyone involved would agree on that and the last step would be to get the blueprints drawn up. This would be very detailed and can be very time consuming. The architects will be working more closely with the staff and long range committee members as well as the city.

The library board should be able to choose what is designated as library and the shared spaces will need to be decided between a few people or all entities that will have access to that shared space.

Betty has raised a concern with the safety; having the police department in the same location shared with the library.

John mentioned that the bottleneck would actually be the elevator would be where the public would be more visible however the police department will have a separate area just for them.

New Business

1. "Safer at Home" Update:

The new order starts April 25th and ends May 26th. The library can now start curbside pick-up, materials must be requested online or by phone and there will be a scheduled pick-up time given to the patron. The library is meeting at 10:00 Tuesday and will we will know more after that as well as the governors meeting on the 21st at 3:00. Amy has asked for more clarification to on how they will begin and will be having a staff meeting on Wednesday. Amy and the staff will decide when the library will reopen. Sarah asked if there is a way to get reports on online e-books and other services. John had replied that it is a monthly report.

Sarah asked what happens with our funding next? John said it all depends on how long this lasts, how much the library is circulating and the library funding from the county. We won't know until December 2020; he said that this will impact everyone and the state is aware of the concern.

Is there a way to update funding to include electronic usage? John had said that it is tricky part is even though it is electronic it can't be tracked as easily by the library system.

Next Meeting

The Personnel committee will meet at 5:30 with the regular Board meeting following Monday May 18, 2020 at 6:00 PM.

Adjournment

A motion to adjourn was made (jl) and seconded (jt). Motion carried.