

**Amery Public Library Board of Trustees
May 18, 2020**

Wendy Dietrich called the meeting to order at 6:00 pm. Also present were Jennifer Tyman, Sarah Flanum, Betty Tomasek, Kyrsten Hughes, Annie Braaten, Linda Gale, and Director Amy Stormberg. Guests present Ashley Long, Erin Hunter, and, Ellen Rosenow. A **Quorum** was established.

Election of Officers:

President: Betty nominated Wendy for President; there were no other nominations. Nominations were closed. **A motion was made (sf) and seconded (kh) to keep Wendy as president. Motion carried.**

Vice President: Sarah nominated and made a motion for Betty to stay on as Vice President. **Motion carried.**

Secretary: Sarah & Betty nominate Jen Tyman to stay on as secretary. **Motion carried.**

Treasurer: Jen nominated Kyrsten Hughes for treasurer. **Motion carried.**

Committees: Personnel: Meet four times a year with a review and recommendations for raise: Jen Tyman, Wendy Dietrich, & Sarah Flanum.

Long Range: Looking into future and will be meeting soon. Betty Tomasek, Annie Braaten/Greta McCarty & Linda Gale.

The **motion (bt) to approve the agenda and seconded (kh). Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Public Comments

None at this time.

Friends Report

Their monthly meeting will be on Tuesday May 19th, no new updates at this time.

Approval of Minutes: April & Special Meeting of May 4th:

The April minutes and the special meeting minutes from May 4th were reviewed

In the April minutes under Long Range Planning change the misspelled word to decided and change SHE to SEH.

In Special Meeting Minutes add a space between Sarah asked Chad...

A motion was made (kh) and seconded (ab) to approve the Secretary's Report as amended. Motion carried.

Library Director Report

See attached. Amy said that she meets every Monday morning with Erin and Heather via Zoom. They have staff meetings on Thursdays and on Fridays they have IFLS directors all via Zoom. The Princess paint Zoom meet was a success with 27 attendees. Stump the Chef is still a huge success, we are offering curbside pick-up and that is going well. We processed 400 library items last week and 700 items the week before.

Personnel Report

We met today at 5:30. Amy is currently doing all her work from home, online. We suggested that she start doing some sort of communication (from her specifically) on Facebook such as a short video or top book of the week. All her other goals are on hold and we will be looking at some new policies during mid-COVID and post-Covid.

Financial Report

(See attached) We are right on track with the budget at 30% and should be at 33%. **A motion was made (sf) and seconded (bt) to accept the Financial Report**

Now Account for Audit:

The accounts were reviewed (see attached).

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

Approve Vouchers (see attached)

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

Old Business

1. Library Building Update:

Wendy mentioned that we adjourned and that we didn't get a chance to talk about the resolution that she and Amy had written. She had emailed it out and it was recommended to not send it as a resolution but as a document of concern to have on record. We will proceed on the track of the city council. They voted to purchase the Bremer Bank facility; and the city has now out to bid a construction manager. Bids will be back next week and they will have a decision to move to the city council. Betty asked if she could go on a walk-through of the bank. Wendy said she would contact Patty with the city to set up a meeting.

2. Long Range Planning Committee:

Their first meeting will be the tour of Bremer Bank and will include everyone on that committee. They can schedule a time to meet when they get some dates set up with Patty. Amy suggested that the committee wait to meet until after the city gets the construction manager.

New Business

1. Trustee Essentials 1: (see attached)

This is an overview of what the job of a trustee is and what a trustee needs to do for activities and how to advocate for the library and staff.

2. COVID-19 update:

There is a directors meeting on Friday. A letter was sent out from DPI and library system directors. They are working on guidelines to safely re-open libraries. We will continue to do curbside pick-up until we can get the recommendations.

Sarah asked how many employees are working at the library right now. Amy said that there are two employees (per shift) rotating through all the employees who feel comfortable working. With that said, everyone is working a couple of shifts each a week.

Materials that are being brought back are placed in a tote by the patron and covered when the tote is full and quarantined for 72 hours.

Curbside pick-up goes smoothly; an employee calls the patron and schedules a pick-up time. When the patron gets there they wait in the car until the employee sets their materials on the

table, the employee goes back inside and the patron gets out to pick-up their materials. There is a sheet on each bag that suggests the patron holds onto materials for 72 hours before they use them.

Annie asked if there is going to be a Summer Reading Program. Erin stated that she is booking some online performances, they will have some paper logs for summer reading but there is an app that the library will be promoting. She is going to make some "Make & Take" projects that patrons could pick up like curbside materials. Annie suggested if she could get something to her by next week she could help get it into all of the school kid's packets of information when they pick up and drop off their materials at school. Erin stated she would work on something and get it to Annie.

Next Meeting

The next meeting will be June 15th at 6:00 via Zoom.

Adjournment

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