

Amery Public Library Board of Trustees
June 15, 2020

Wendy Dietrich called the meeting to order at 6:00 pm. Also present were Sarah Flanum, Kyrsten Hughes, Linda Gale, Greta McCarty, Betty Tomasek and Amy Stormberg. Not present: Jennifer Tyman, Annie Braaten. Guests: Erin Hunter, Ashley Long, Doug Drake. Other guests may have joined the meeting via zoom/phone and were not identified.

Sarah Flanum assumed the responsibility of Secretary in Jennifer's absence. A **Quorum** was established. The **motion (bt) to approve the agenda was seconded (lg) and approved.** It was certified that the meeting was in compliance with the open meeting law.

Public Comments

None at this time.

Friends Report

Ashley Long reported that the Friends meeting was held on June 15, 2020. Due to the COVID-19 pandemic, no fundraising efforts are active at this time. All book sale fundraisers are on hold. No further updates to report.

Approval of Minutes: May 16, 2020 minutes were reviewed **a motion was made (bt) and seconded (sf) to approve the Secretary's Report. Motion carried.**

Library Director Report

See Director's Report for full detail of activities. Amy reported she is currently working remotely due to COVID-19 and has participated in many meetings held virtually in some form. She has prepared COVID-19 & Emergency Policies to be discussed later in this meeting. She is communicating remotely with staff. Specific updates will be discussed later in this meeting. Amy also reminded the board about Trustee Training Week which is the week of August 24. Sessions are presented live and will also be available after if you're not able to attend the live session. It was noted to change the TERM for Linda Gale on the updated contact list to be 2023.

Personnel Report

None at this time

Financial Report

Through May 31 we are at 40.13% of the budget spent. Reimbursements are pending from insurance for basement repairs. **A motion (sf) was made and seconded (kh) to approve financial report. Motion carried.**

Now Account for Audit: The accounts were reviewed (see attached). There are no expenses to report due to closure from COVID-19. **A motion (gm) was made and seconded (bt) to approve the Now Account for audit. Motion carried.**

Approve Vouchers

The bills were reviewed. Yard games have been added to the collection. **A motion (bt) was made and seconded (lg) to approve vouchers for payment. Motion carried.**

Old Business

1. **Library Building Update:** City is in negotiation with WCCA for library and basement space. Condo fees will change to "Rent Expense" when complete. Wendy and Amy would like to meet with other groups with committed space in current library to determine ongoing commitment and needs, prior to working with construction manager. Several members of the Board toured the bank building and discussion ensued about possibilities for space. Concern that safe deposit boxes are not being removed by Bremer; discussion about providing this service by the Library.

Members are continuing to look at the APD moving into another building besides the former bank building.

2. **COVID19 Update** – Amy continues to meet with fellow directors. She discussed that a reopening guide has been made available and a tentative reopening date has been set for July 7 which will include computer use and browsing by appointment only. Carside pickup will continue until further notice.

New Business

1. **Epidemic and Library Health Emergency Policy** – Draft presented and discussed. No changes noted. **A motion (bt) was made and seconded (kvh) to approve the Epidemic and Library Health Emergency Policy. Motion carried.**
2. **COVID Specific Amery Area Public Library Behavior Policy: Patron Responsibilities and Conduct** - Draft presented and discussed. No changes noted. **A motion (sf) was made and seconded (gm) to approve the COVID Specific Amery Area Public Library Behavior Policy: Patron Responsibilities and Conduct. Motion carried.**
3. **COVID Specific Amery Area Public Library Personnel Policy** -
With edits to DRAFT: 1) The library shall close ~~for 14 days~~ until it can be properly cleaned and disinfected. 2) Staff shall wear masks, face coverings, ~~or face shields~~ at all times when interacting with the public. 3) Provide work from home option (add) if possible. **A motion (gm) was made and seconded (kvh) to approve the COVID Specific Amery Area Public Library Behavior Policy Personnel Policy. Motion carried.**
4. **Other:**
Amy mentioned a Road To Recovery Grant that may be available which she will look into.
Sarah discusses cost saving measures to review: limit the number of lights on, review building temperature, etc.

Next Meeting

The Board will meet for its next regular meeting on Monday July 20 at 6:00 PM via ZOOM

Adjournment

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