

**Amery Public Library Board of Trustees
August 17, 2020**

Wendy Dietrich called the meeting to order at 6:00 pm. Also present were Jennifer Tyman, Sarah Flanum, Annie Braaten, Linda Gale, Betty and Director Amy Stormberg. Not present Kyrsten Huges. Guests present Ashley Long. A **Quorum** was established. The **motion (ab) to approve the agenda and seconded (bt). Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Public Comments

None at this time.

Friends Report

The Friends board met on Monday August 17. They had two book sales, one at the Farmer's Market, it was decided not to do that because it was a challenge to move all the shelves back and forth. They have decided to have sidewalk sales on Tuesdays (10:00-2:00) and Saturdays (9:00-12:00) at the library when it is open for scheduled browsing, for the month of September. They are currently not taking donations at this time and considering doing outside classrooms.

Approval of Minutes: July

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

Library Director Report

See attached. Amy stated that the Summer Reading program ended at the end of July and there was very good participation with that and the July make and take events. It was recommended to continue the kids make and take bags throughout the winter. There is a virtual homeschooling informative meeting on Thursday August 20th at 6:00.

Personnel Report

Our next meeting will be September 21 at 5:30 via Zoom.

Financial Report

(See attached) We are slightly below budget at this time; we are at 51% and should be at 58%. **A motion was made (jt) and seconded (lg) to accept the Financial Report. Motion carried.**

Now Account for Audit:

The accounts were reviewed (see attached). Not a lot of spending but will be picking up now.

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

Approve Vouchers (see attached)

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

Old Business

1. Library Building Update:

The City Center building committee will meet every other Wednesday with representatives from the police department, the library and city hall. Representatives from Market and Johnson and two from the architectural firm (Ayres) have met with Amy, Wendy and John and have established some goals and purpose. By December there should be blueprints made, and May 1st is the tentative date to start renovations. They have set up appointments to tour the library to see what our needs are. They have also done this for each of the other entities that are part of the library.

2. COVID-19:

The library is open Monday through Thursday until 6:00. Curbside pick-up is offered Monday-Thursday and browsing & computer work is available Tuesday 9-6 and Saturday 9-12. All employees are working at the library when they can.

New Business

1. Long Range Planning Committee and Library Building Committee:

It was recommended that the Long Range Planning Committee (LRPC) be separate from the Library Planning committee. The LRPC and the building committee are different because the LRPC meets every 5 year where the building committee would dissolve after the planning of the new location is done. John Thompson asked that we as a board want to be on the building committee. The members of the building committee would be able to approve decisions quicker and would be meeting more often. Amy, Wendy & John could go to them and get items approved without waiting for the board's approval. It was recommended to still meet with the LRPC to see what we will need to move forward after the move. Amy will send out the current long range plan to everyone so we know what needs to be updated. The LRPC members have agreed to move on to the building committee and will consist of: Betty, Linda, and tentatively Annie and Greta; as one vote.

2. Trustee Training week August 24th-28th:

This starts next week, Wendy and Linda are attending the classes. They will report to us on them at our September meeting.

3. Library Personnel Policies:

(See attached) John and Amy recommended adopting the city policy with the proposed addendum listed at the beginning of the attached document. **A motion was made (sf) and seconded (bt) to adopt the City of Amery's Personnel Manual with the proposed addendum. Motion carried.**

4. Trustee Essentials 3:

(See attached) Bylaws—Organizing the Board for Effective Action; this was reviewed by the board.

Next Meeting

The next personnel meeting will be September 21st at 5:30 via Zoom and the next regular board meeting will be September 21st at 6:00 via Zoom.

Adjournment

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