

**Amery Public Library Board of Trustees
November 16, 2020**

Wendy Dietrich called the meeting to order at 6:00 pm via Zoom. Also present were Jennifer Tyman, Linda Gale, Betty Tomasek, Kyrsten Huges, Greta McCarty and Director Amy Stormberg. Guests present Ashley Long. A **Quorum** was established. 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

They have decided to meet the day after the Board; they will be meeting at 2:30 pm via Zoom. They currently have four board seats open for re-election.

Approval of Minutes: October & Special Board Meeting (See attached)

In the October 19th minutes change "tired" to "tried"

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

A motion was made (lg) and seconded (bt) to approve the special meeting minutes of October 26th. Motion carried.

Library Director Report

(See attached). There were 55 people that joined Book Bingo, Amy called in for Koffee Klatch with Bob Zank on the radio, and she said it went well. There were 539 curbside pick-ups, 150 browsing and 39 computer appointments. There were 3,595 materials circulated in October, and we had over 100 trick or treaters for Halloween.

Personnel Report

Nothing new to report at this time.

Financial Report

(See attached) Linda from the city sent an email with the transaction details stating that the breakdown of the charges billed from Amery Hospital and Clinic will be taken care of when the audit is done or if Ben can do it through journal entries. We are at 79.03% of our 2020 budget, which is 4.3% below where we should be, but we do have some outstanding orders. Overall, we are in good shape. Large print and donations specifically to youth items will be used to purchase some backpacks. **A motion was made (jt) and seconded (kh) to accept the financial report. Motion carried. A motion (bt) and seconded (lg) was made to approve the September financial report after receiving satisfactory explanation from the city. Motion carried.**

Now Account for Audit:

The accounts were reviewed (see attached). **A motion was made (jt) and seconded (lg) to accept the financial report and approve the Now Account for Audit. Motion carried.**

Approve Vouchers (see attached)

The bills were reviewed. There has been a lot of ordering and catching up on things and items for the library. **A motion (bt) was made and seconded (lg) to approve vouchers for payment. Motion carried.**

Old Business

1. Library Building Update:

(see attached) Amy sent out the layout that is up for approval, Amy will post the lay out on our website and Facebook page. The plans have been sent out to all the entities involved. A meeting is planned for Tuesday November 17th. The city center meetings have been going well and Amy and Wendy have felt like they are feeling heard.

2. COVID-19:

We are going to curbside only. The governor has asked to go back to minimal as possible. Most of the libraries in our area have gone curbside as well.

3.0 2021 Budget:

The appropriation request from the library at the City Budget Workshop was \$209,364 (a 1.63% increase over 2020). The city is proposing to give the library the same appropriation as we received this year (\$206,000). The public budget hearing is set for November 18th. If the 2021 appropriation amount is different than requested, we will need to revisit the 2021 library budget.

4.0 Framework Plan

(See attached) We discussed this last month. Amy did not rework the plan as of now. The initial plan is going off of the Polk County guidelines and levels. The school has people and resources they rely on when making school decisions and we have our own resources such as: other libraries, IFLS, DPI, the Governor orders, as well as Polk Co. Public Health. It was mentioned that we do an evaluation each Wednesday and implement the following Monday. Starting today; there will only be two people in the library at a time, working in "teams" that will work together all the time for easier tracking. There will be a meeting on Thursday with all the staff.

New Business

- 1. Trustee Essentials #5:** (see attached) This was given to us for review.
- 2. Trustee Essentials #6:** (See attached) This was given to us for review.

Next Meeting

The next meeting will be on December 14th at 6:00 via Zoom.

Adjournment

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