

**Amery Public Library Board of Trustees
December 14, 2020**

Wendy Dietrich called the meeting to order at 6:00 pm via Zoom. Also present were Betty Tomasek, Sarah Flanum, Linda Gale and Director Amy Stormberg. Absent were Jennifer Tyman, Kyrsten Hughes and Greta McCarty/or Annie Braaten. Guests present Ashley Long. A **Quorum** was established. The **motion (lh) 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 is no Friends Meeting until next week.

Approval of Minutes: November Meeting (See attached)

A motion was made (bt) and seconded (lg) to approve the minutes. Motion carried.

Library Director Report

(See attached). Amy reported circulation has gone up since October. There were 444 curbside pick-ups, 77 browsing and 22 computer appointments. The library circulated 3,658 materials in November.

Personnel Report

Nothing new to report at this time. Personnel Committee (Sarah, Jen and Wendy) will be meeting ½ hour before next Board Meeting.

Financial Report

The accounts were reviewed (see attached) and discussed.

A motion was made (sf) and seconded (lg) to accept the financial report. Motion carried.

Now Account for Audit:

The accounts were reviewed (see attached). A large print book order has been placed but no invoice has been received yet. This is anticipated to be paid before the end of the year. **A motion was made (sf) and seconded (lg) to accept the financial report and approve the Now Account for Audit. Motion carried.**

Approve Vouchers (see attached)

The DPI voucher was moved from December 2020 to January 2021.

A motion (lg) was made and seconded (sf) to approve vouchers for payment. Motion carried.

Old Business

1. Library Building Update:

(see attached) Amy, Library Staff and John Thompson met 2 days last week with Ayres to work on details of setting up space for library in new City Center. Having the Library Staff involved in this process brought up many good suggestions and concerns with the move. John continues working with Ayres to oversee space needs for the library. The next meeting with Ayres is scheduled for January 13, 2021. Amy said by the January Library Board Meeting there should be a plan in place for the library. The lower level is the most challenging.

2. COVID-19:

Polk County is currently operating in the "Critically High" Level for Covid-19. The library is following the "Amery Area Public Library Service Level Framework According to Polk County COVID-19 Activity Level" to determine what services are being offered. Wendy asked if the library staff were aware of the plan.

3.0 2021 Budget:

The city passed an appropriation amount for the library of \$200,000 (the library requested \$209,364) at the November 18th Budget Hearing. **A motion (lg) was made and seconded (sf) to amend the 2021 Library Budget by supplementing the additional amount needed from the Library Fund Balance. Motion carried.**

New Business

1. Trustee Essentials #7: (see attached) This was given to us for review.

2. Trustee Essentials #8: (See attached) This was given to us for review.

Next Meeting

The next meeting will be on January 18th at 6:00 via Zoom.

Adjournment

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