

**Amery Public Library Board of Trustees
January 18, 2021**

Wendy Dietrich called the meeting to order at 6:00 pm via Zoom. Also present were Jennifer Tyman, Linda Gale, Betty Tomasek, Krysten Hughes, Greta McCarty and Director Amy Stormberg. Guests present Ashley Long. A **Quorum** was established. The **motion (bt) to approve the agenda and seconded (sf). Motion carried.** It was certified that the meeting is in compliance with the open meeting law.

Director's Annual Review Follow-Up

Closed Session: The Amery Area Public Library Board of Trustees-Personnel Committee may go into Closed Session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to discuss personnel-related issues. The Amery Area Public Library Board of Trustees will reconvene in open session. A motion was made (jt) to go into closed session and seconded (bt) motion carried. Affirmative: Wendy Dietrich, Sarah Flanum, Jennifer Tyman, Betty Tomasek, Linda Gale, Krysten Hughes, & Greta McCarty. Negative: None. Following discussion, the board voted to end the closed session. Affirmative: Wendy Dietrich, Sarah Flanum, Jennifer Tyman, Betty Tomasek, Linda Gale, Krysten Huges, & Greta McCarty Negative: None. A motion was made to go out of closed session (sf) and seconded (bt) motion carried.

Public Comments

None at this time.

Friends Report

They have been working on their "Love your Library" membership drive, they are encouraging free will donations for books. They are working on making old books into bookmarks. They are putting book bags together for grab and go. They have some books available for browsing outside (everyday) when the library is open.

Approval of Minutes: December

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

Library Director Report

(See attached). The library got a Christmas card from a local family that showed their appreciation of the work the library did over the last 10 months. Amy did Koffee Klatch with Bob Zank on the radio. We hosted a virtual story time on the 23rd & 24th of December there were 25 attendees.

Personnel Report

We met with Amy prior to this meeting and we are pleased to hear that Amy is feeling better about how things are going with the library, she is meeting with staff a bit more frequently and going to redesign the website. Our next meeting will be April 19th at 5:30 to see how things are going.

Financial Report

(See attached) 2020 & 2021

2020- We are slightly under for 2020 maybe \$20,000.00 we did take \$40,000.00 out of the Fund Balance so the overage will go back into there. **A motion was made (lg) and seconded (jt) to accept the financial report. Motion carried.**

Now Account for Audit 2020-2021

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

Approve Vouchers 2020-2021

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

Old Business

1. Library Building Update/Discussion:

(see attached) There was a scheduled meeting on the 13th but it got canceled. Ayres has gotten the final drawings to Amy today and they will be finalized and approved in February. Amy is feeling good about the final drawings

2. COVID-19:

We are holding steady. Amy checks the numbers each Wednesday and then it is implemented on the following Monday. Amy is in a couple of days a week all day.

New Business

- 1. Trustee Essentials #9:** (see attached) This was given to us for review.
- 2. Trustee Essentials #10:** (See attached) This was given to us for review.
- 3. Circulation Manager Job Description:** (see attached)

Amy sent an email out to some different libraries to see what they had in place for this job, she combined them to make this current job description. She has consulted Ellen with this and Ellen has accepted this position. She will still do the work that she previous did as well and we do not need to replace her by hiring a new employee. Her pay raise was approved prior to this position being offered to her. She will be working 25 hours per week, if she needs more hours, we can revisit this at a later date. She currently doesn't want more hours and feels comfortable doing this within the hours she has. This will be a permanent position that will move into the new site. **A motion (jt) and seconded (lg) to approve the Circulation Manger job description. Motion carried.**

Next Meeting

The next meeting will be on February 15 at 6:00 via Zoom.

Adjournment

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