

**Amery Public Library Board of Trustees
March 15, 2021**

Wendy Dietrich called the meeting to order at 6:00 pm via Zoom. Also present were Jennifer Tyman, Linda Gale, Betty Tomasek, Kyrsten Hughes, Sarah Flannum, Greta McCarty, Annie Braaten and Director Amy Stormberg. Board members not present were. 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

Love your Library Month finished up, membership did okay, the cold weather was tough on book sales but the last week of February into March was good for donations. The next meeting will be on the 25th via Zoom.

Approval of Minutes: February

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

Library Director Report

(See attached). It was a good month overall, there were 645 curbside appointments for January. Amy did Koffee Klatch with Bob and hired Debbie Moe as a new library assistant.

Personnel Report

Our next meeting will be with Amy on April 19th at 5:00.

Financial Report

Everything looks to be in good shape for the month. **A motion was made (gm) and seconded (sf) to accept the financial report. Motion carried.**

Now Account for Audit 2020-2021

The accounts were reviewed (see attached). Mostly purchasing large print books. **A motion was made (jt) 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 was a question as to a breakdown of activities and event costs overall or as per person. Amy stated that Heather and Erin have their own budgets for the year and they divide out how much to spend for each event they have during the year. It was questioned as to if we are still using the P.O. Box. Amy stated that yes, we are, and will continue to until we move. There are a couple people that pick up the mail during the week. **A motion (gm) was made and seconded (kh) to approve vouchers for payment. Motion carried.**

Old Business

1. Library Building Update/Discussion:

Amy has a meeting with John Thompson and the staff later in the week. They will meet with Ayres on the 23rd at City Hall to start going over plans. There was a question of a drop box and Amy wasn't sure where that was going yet. It was also questioned if there will be access to the Library from the South end of the building or will it only be from the North? Amy stated that she thought there would be access but she would follow up with Ayres to confirm.

2. COVID-19:

(See attached) Wendy had some questions and concerns on being open more. Amy stated that she still checks every Wednesday on the Polk County website. It was suggested to be open more during the high times with more appointments available. Amy mentioned that the staff talked about opening up more and that there are varying comfort levels with this. St. Croix Falls is not open at all for browsing until the county is in the medium level, Osceola is open to curbside on M/W/F 10-5 and one person in the library for an appointment at a time from 12-7. Sarah mentioned that she would like to see the library open more. Kyrsten mentioned that Clear Lake schools have been open all but two weeks in November and would like to see the library open more, as well. Amy mentioned that library member employees won't be getting vaccinated until phase 3 and was concerned for her staff members until then. We are currently open Tuesdays & Saturdays for browsing on those days because the cleaning staff comes on those nights. It was suggested to open one more day so we would be open on Tues/Thurs & Sat. It was brought up that since we are offering curbside why don't we offer the computer only usage more on the curbside days as well, because we have staff in the building on those days. **A motion (sf) and seconded (bt) was made to amend the computer time to be available during curbside only times with a maximum of 3 appointments at a time for one hour each in the high category of the plan on Monday through Thursday from 9am to 6 pm & Saturday from 9am to 12pm, starting Monday March 22nd. Motion carried.**

New Business

1. **Library Board Appointments:** Wendy announced that she will be stepping down after her term is up.
2. **Trustee Essentials #11:** Tabled until next meeting.
3. **Trustee Essentials #12:** Tabled until next meeting. **A motion (kh) and seconded (bt) to table the Trustee Essentials until next meeting. Motion Carried.**

Next Meeting

The next meeting will be on April 19 at 6:00 via Zoom or in person depending on numbers in the area.

Adjournment

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