

Albany Joint Library Board Minutes
Tuesday, March 5, 2019

The Albany Library Joint Library Board met at the Albertson Memorial Library. President Robb Spangler called the meeting to order at 6:01 p.m. Present were Robb Spangler, Angela Janes, Julie Cousin, Roald Henderson, Sue Dunphy, and Melissa Everson. Eileen Althaus was absent. Also present was Carolyn Seaver Library Director.

Proof of posting was verified.

Minutes were reviewed. Roald motioned to approve with correction, seconded by Sue; carried.

Treasurer's report was tabled. Carolyn felt a need for instruction on how to prepare future treasurer's reports; Sue and Roald will assist with the change-over process. April's report will include all figures from the month of March.

Old Business

- a. Library website links to Village/Township
 - Eileen will assume responsibility for the link to the village's site
 - Township is in transition with their website, but Robb will ensure our link
- b. Annual Report review
 - Has been filed on time
 - Suggested to hold comparison between last year's and this year's reports at next board meeting
- c. Web page updates/access
 - Still in transition
- d. Director's continuing education update
 - Four courses at three credits each is required
 - Cannot start until fall because of semester start dates (spring semester had already begun)
 - Only one class per year is all that is needed for certification

New Business

- a. Staff schedule / hours
 - Carolyn reported that a staff meeting would be held in immediate future
 - She will, in short-term, work every day Monday through Friday for better communication and to better learn and oversee operations
- b. Library Board positions / elections
 - Sue Dunphy was nominated for treasurer by Robb, seconded by Roald; carried
 - Eileen Althaus was nominated for VP by Robb, seconded by Sue; carried
 - Melissa Everson was nominated for secretary by Robb, seconded by Angie; carried

- Roald Henderson was nominated for president by Sue, seconded by Angie; carried
 - New township representative will be assigned to AML joint board after the April election
- c. Teachers' Tea
- Melissa has requested time on April 10th from 3:30 – 4:00 p.m. during staff development with school administration
 - Program will be simple with an introduction to our new director, a brief presentation by Carolyn, possible tour, and treats.
- d. Strategic Plan
- Carolyn tasked with working with Deb Haefner on producing a workable document
 - Roald suggested taking limited time during each of the next few board meetings to review/revise each goal; will be on future agendas

Librarian's report for December was presented by Carolyn

- Misc. minor changes in day-to-day operations and reporting
- Changes to internet security are possibly needed; quote is requested and added as agenda item for April

Bills were approved.

Any other business which may be appropriate

- Resolution presented thanking Robb for many years of service by Roald, seconded by Sue; carried

Motion by Robb, seconded by Roald, at 7:47 to adjourn.

The next meeting date – April 9th at 6:00 p.m.

Respectfully submitted by:
Melissa Everson, Secretary
Albany Joint Library Board