**ALBANY JOINT LIBRARY BOARD MINTUES**

**WEDNESDAY, NOVEMBER 8, 2023**

The regular meeting of the Albany Joint Library Board was called to order at 6:48 P.M. on Wednesday, November 8, 2023, by President Roald Henderson Present: Roald Henderson, David Bristow, Sue Dunphy and Scott Roth. Absent: Eileen Althaus, Angie Janes and Roxie Kolasch. Also present was Library Director Melissa Everson.

Proof of posting was verified.

Motion was made by David, seconded by Roald, to accept the minutes of the October board meeting. Carried.

Bills were reviewed. Per Melissa, 18.62% of budget is remaining as of 10/31/2023. Projected expenses for the remainder of 2023 are 16.2% of budget. Motion was made by Sue, seconded by Scott, to approve payment of the bills. Carried.

Treasurer’s report was reviewed with a motion by Roald, seconded by David, to accept the report. Carried.

The Director’s report was presented by Melissa. She explained that a patron has been vandalizing the men’s restroom. She has written a letter to the patron, but wanted the board’s input before sending it. The board expressed concern for the staff and whether or not they can be expected to handle situations like this as well as concern for the patron and whether or not he needs help and support as well. After a lengthy discussion, Melissa said that she will contact the police chief and advise him of the problem so that he is aware of the circumstances and consult with SCLS for their experience. David said that he will be talking with professionals in the Human Services field and will ask for their recommendations and contact Melissa with anything that he may learn from his discussion(s).

Two new children’s events in December and January -- ‘Baby It’s Cold Outside’ and candy making for kids

**Old Business –**

1. Silent Auction – Melissa cited statistics for this year’s auction. She has requested more data from Sarah and is waiting to receive that detail. She and Sarah met and discussed the auction and made the observations and recommendations on the report presented. What is the Silent Auction event supposed to be? What is the Board involvement? Need to be better prepared for next year. Melissa recommended a brainstorming session next year to discuss ideas for the auction, maybe in June.
2. 2024 Budget – Village Finance Committee has approved requested 2024 allocation. Scott updated point of view of township board. They have proposed funding the library at the same amount as in 2023. The Township board meets next on 11/14. Melissa will send Shannon additional information for the township board. Melissa will present that information. Encouraged people to attend that meeting and voice their support.

Roald reviewed the joint library agreement from 1978. He researched the amounts allocated in several years and confirmed that initially and for many years the township and village allocated the same amount. It appears that only in the last 10 years has the township contributed less than the village. He expressed being open to talking with the township about funding the library. Scott said that he expects the final township vote on the budget to be in December.

1. Breakfast with Santa – Melissa updated plan detail and what was needed. Looking for volunteers to provide food, help with crafts and serving food. Will set-up on Sign Up Genius.
2. Policy Manual - reviewed sections 16. Emergency Situations and 17. Credit Card Payments. Discussed training for staff with the fire and police departments. Adopting sections as stated with the knowledge that they may have to be amended based on recommendations of safety professionals. David asked about posting of Emergency Procedures online and in the library. Melissa confirmed that passage of the Policy Manual would fulfill the bylaws requirement that the Policy be updated every 5 years. Motion by Sue to approve Policy Manual, seconded by Roald. Members of the board thanked Melissa for her efforts in updating the manual.

**New Business** – none

**Other Business –**

Roald asked if the board was interested in hosting a reception for the staff following the December meeting. The board thought it was a good idea. The board meeting time was moved to 6pm with the staff reception scheduled for 7pm. Roald reminded the board that there would be a closed session as part of the December meeting and that he would coordinate the reception for the staff.

Motion by David, seconded by Sue to adjourn. Carried. Meeting adjourned at 8:12 pm.

Roald Henderson,

President

Albany Joint Library Board