**ALBANY JOINT LIBRARY BOARD MINUTES**

**TUESDAY, MARCH 5, 2024**

The regular meeting of the Albany Joint Library Board was called to order at 6:33 PM on Tuesday, March 5, 2024 by President Roxie Kolasch. Present: Roald Henderson, David Bristow, Roxie Kolasch, Scott Roth, and Sue Dunphy. Absent: Angie Janes. Also present: Library Director Melissa Everson.

Proof of posting was verified.

Motion to accept the minutes of the February 6, 2024 board meeting was made by Roald, seconded by David, and carried with none opposed.

Bills were reviewed. Melissa noted the Hometown Computer invoice was included, and some savings on magazine subscriptions by subscribing individually. Motion to approve the bills was made by Roald, seconded by Scott, and carried with none opposed.

Treasurer’s report was reviewed. February payroll appears high due to five pay periods during the month. Donations account balance shown on the report was incorrect, and should be $22,591.51. Motion to approve the Treasurer's report was made by Scott, seconded by Dave, and carried with none opposed.

Director’s report was reviewed by Melissa. DPI Annual Report was completed and filed, and took a lot of work. New Writer's Club and Paws to Read groups are both going well. Albany Town board meetings will be moving to 2nd Monday nights, the same night as Village board meetings. Melissa is looking into options to attend both meetings on the same night.

**Old Business –**

* Meeting Owl was purchased for $1,019, used at a recent Chamber meeting, and well received.
* Two new patron computers were ordered at $830 each.
* New commercial router has been ordered.
* 2023 Year End Treasurer's report has been completed to show accurate full-year payroll numbers for 2023.
* Dakota Lederman has been hired to do full library cleaning at $155 per month. No contract since a private individual. Checking on personal insurance coverage.

**New Business -**

* Melissa proposed some changes to the Homebound Delivery policy to remove extra certification requirements and simplify. Motion to approve the revised policy was made by Roald, seconded by Scott, and carried with none opposed.
* Library insurance policy changes and increased premium costs were reviewed. Several options to increase our deductible and/or decrease the facility's overall value were reviewed. Motion to keep the library value at $2.475M and deductible at $5K with a new premium of $3,001 was made by Scott, seconded by Roald, and carried with none opposed.
* Discussed adding a review of the insurance policy and new bids as a Dec2024/Jan2025 topic. Melissa will also look into a spreadsheet to keep updated with library assets.

**Other Business -**

* The library's 2023 annual report was completed, signed by Roxie, and filed. Comparisons with the 2022 report were discussed. There are still some questions about how Libby use can be quantified and how it could be affecting library usage numbers.
* Roald asked about trail passes for checkout by patrons and Melissa will look into it.
* Roald brought up Only In Wisconsin grant availability. This is something the Village has used, and is a very pro-children group. Looking for one-time grant option ideas, for submission likely by September.

**Adjournment -**

Motion to adjourn made by Dave, seconded by Scott, and carried with none opposed.

Meeting was adjourned at 7:43 PM.

Respectfully submitted by

Scott Roth, Secretary

Albany Joint Library Board

Albertson Memorial Library