

ALBANY JOINT LIBRARY BOARD MINUTES
Tuesday, November 5, 2024

The regular meeting of the Albany Joint Library Board was called to order at 6:28 PM on Tuesday, November 5, 2024 by President Roxie Kolasch. Board members present: Felicia Caldwell, Sue Dunpy, Angie Janes, Kim Klein, Roxie Kolasch, and Scott Roth. Also present was Library Director Melissa Everson. Missing: David Bristow.

Proof of posting was verified.

Motion to accept the minutes of the October 1, 2024 board meeting was made by Angie, second by Scott, and carried with none opposed.

Bills were reviewed. Of note, the Ricoh late fee is an ongoing issue, surge protector was replaced. Motion to approve the bills was made by Scott, second by Angie, and carried with none opposed.

Treasurer's report was reviewed. Of note, cash deposits with the Village were \$859.54 in 2024, more accurate cash funds tracking goal for 2025, corrected balance for Donations account is \$18,313.35. Motion to approve the Treasurer's report was made by Angie, second by Felicia, and carried with none opposed.

Director's report was reviewed by Melissa. Of note, Teacher's Tea was a success with 11 staff attending, Silent Auction raised \$2,091, children's library participation more than doubled YTD.

Old Business -

- The library strategic plan was reviewed. Some changes were made and expect to finalize at our December board meeting.
- Silent auction was reviewed. \$2,091 raised, including \$790 funds donation.
- 2025 budget was reviewed. Now goes to Town and Village meetings for approval at their November meetings. Rock county funds are not yet included, not approved. Insurance balance now includes worker's comp, where it did not previously. Motion to approve the 2025 budget and present to the Village and Town boards was made by Sue, second by Angie, and carried with none opposed.
- Trustee Essentials Handbook and Policy Manual copies were distributed to all by Melissa. Treasure Trove policy has been added.
- Snack with Santa will be on Saturday, 12/7, 9:30-11:00 AM, Beanie Babies and books will be distributed to kids.

New Business -

- Children's picture book re-sorting was discussed. Time consuming but important project. May need 10 shelving units to complete. Old shelving will be used for DVD's to replace current spinners. Motion to approve purchase of new shelving up to \$6,000 using funds from Silent Auction and Donations accounts was made by Scott, second by Angie, and carried with none opposed.

- Motion to revise the FAX policy to make the charge for all faxes \$0.25 regardless of page count was made by Roxy, second by Scott, carried with none opposed.
- Library will be open on the Friday after Thanksgiving per the current policy.
- Anticipate a closed session at the December board meeting to review staff and Melissa wages.

Upcoming Board Meetings -

Tuesday, 12/3

Tuesday, 1/7

Adjournment -

Motion to adjourn was made by Scott, second by Sue, and carried with none opposed.

Meeting was adjourned at 7:41 PM.

Respectfully submitted by
Scott Roth, Secretary
Albany Joint Library Board
Albertson Memorial Library