

ALBANY JOINT LIBRARY BOARD MINUTES
Tuesday, March 4, 2025

The regular meeting of the Albany Joint Library Board was called to order by Board President Roxie Kolasch at 6:33 PM on Tuesday, March 4, 2025. Board members present: Angie Janes, Sue Dunphy, Roxie Kolasch, and Scott Roth. Board members missing: Dave Bristow, Felicia Caldwell, Kim Klein. Also present was Library Director Melissa Everson.

Proof of posting was verified.

Motion to accept the minutes of the February 2025 board meeting made by Angie, second by Roxie, and carried with none opposed.

Bills were reviewed. Of note, SCLS annual charges billed in January, Hometown Computer annual billing also. Motion to approve the bills made by Scott, second by Sue, and carried with none opposed.

Treasurer's report was reviewed. Of note, the Donations account balance is now corrected to the bank balance, Actuals column should read "2025", Village and Township allocations not yet received, still waiting on audit results from Village, Village will be requesting detailed bills documentation moving forward, may need to request transaction detail report from Village monthly instead of annually. Motion to approve the Treasurer's report made by Angie second by Roxie, and carried with none opposed.

Director's report was reviewed by Melissa. Of note, several procedures have been written or re-written including weather closures and overdue notices, upcoming programs include Ancestry and Sourdough classes.

Old Business -

- Another review of the Ricoh copier contract looks much better with some changes to lower copy costs and move billing to month-en. Motion by Sue to renew the Ricoh contract with the new modifications for another five years, second by Roxie, and carried with none opposed.

New Business -

- Department of Public Instruction Annual Public Library Report was reviewed. Motion to accept the annual report was made by Sue, second by Angie, and carried with none opposed. The annual report will be presented by Melissa at upcoming Village and Township meetings.
- New laptop computer for Library Director, Melissa will get a quote.

Closed Session -

Motion to adjourn to closed session per Wisconsin Statute 19.85(1)(c) to discuss the Library Director's review was made by Scott, second by Sue. Roll call vote to approve the motion: Angie Janes, Sue Dunphy, Roxie Kolasch, Scott Roth, motion carried. Adjourned to closed session at 7:12 PM.

Returned to open session at 7:37 PM.

Actions from Closed Session -

- Motion to approve an increase in the Director's hours as reviewed in closed session was made by Scott, second by Roxie, and carried with none opposed.

Upcoming Board Meetings -

Tuesday, 4/1

Tuesday, 5/6

Adjournment -

Motion to adjourn was made by Sue, second by Angie, and carried with none opposed.
Meeting was adjourned at 7:40 PM.

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