Albany Joint Library Board Minutes

Monday, February 11, 2019

The Albany Library Joint Board met at the Albertson Memorial Library. President Robb Spangler called the meeting to order at 6:47 PM. Present were Robb Spangler, Julie Cousin, Roald Henderson, Carolyn Seaver, and Angela Janes. Sue Dunphy arrived at 6:53 PM. Melissa Everson and Eileen Althaus were absent.

Proof of posting was verified.

Minutes were reviewed and approved as presented.

Treasurer’s report was presented by Sue Dunphy. $22349.41 in checking. $12914.00 in CD with a maturity date of 09/07/19. $25000 in maintenance fund. Report has been steam lined by Sue. She will do a running tally per month. The “as of” date unnecessary as the money is fluid. Both safe box keys are missing. It will be $150.00 to drill box open and to get new keys. Revisit next month as Carolyn will keep checking at the library for a key.

Discussed adding Carolyn Seaver to all bank accounts for the library and removing Kara Blue. Roald made a motion to remove Kara Blue from the Town Bank accounts and add Carolyn Seaver as a signer on those accounts; seconded by Robb, carried.

Angie made a motion to approve treasurer’s report as stated, seconded by Julie; carried.

Old Business

1. Library website links to Village/Township
   * Robb will contact Eileen to see what needs to be done
2. Strategic Plan distribution
   * Carolyn will contact SCLS to pare down the information so we can finalize it

c. Web page updates access

\* Carolyn will check password list from Kara; will contact her if needed. Website not updated for 2 months. Discussed adding links to become a portal for community groups

d. Discussed Leah Riesser’s employment. She is working only Saturdays. Board will revisit staffing needs after Carolyn has a chance to assess staffing.

New Business

1. Director transition
   * Carolyn has been getting acclimated to the day to day workings of the library
   * Suggested switching to Windows 10 for all computers so they can be supported and make computer 5 a dedicated server vs. a public access computer
   * Suggested we should replace director office computer before another one on the replacement schedule as that one has been all redone not long ago
   * Has 3 classes left for her licensure and can do them online
   * There is a lot of repetition of work within the library. Would like to stream line things and utilize employee talents better
   * Would like to see the doors between community room and library locked if the room is used after hours for security purposes
   * If anything time sensitive comes up, can text or call Carolyn at home or library email. Does not utilize home email very often.

b. Annual Report progress

* + Carolyn is working on. Seems to be going well. Needs to be submitted to DPI by March 1, 2019.
  + Need authorized reviewer and signer of the report once Carolyn submits to Mark and gets locked in. Motion by Sue to select Robb as authorized board signer, second by Julie

c. Upcoming President vacancy

* + No one has stated they want to be President
  + Sue confirmed she will stay Treasurer
  + Robb will check with Melissa (Secretary) and Eileen (Vice President) to see if they want to continue on with their respective roles.

d. Discussed teacher tea—need to set date. National Library Week is in April.

Librarian’s report for January was presented by Carolyn

Bills were approved. Motion made by Sue, second by Julie; carried

Motion by Robb, seconded by Sue to adjourn at 8:06 p.m.

Next meeting date – Tuesday March 5, 2019 at 6:00 p.m.

Respectfully submitted by:

Angela Janes

Albany Joint Library Board