

## ALBANY JOINT LIBRARY BOARD

Tuesday, May 5, 2020

The Albany Joint Library Board meeting was called to order at 6:00 p.m. by President Roald Henderson. Present were Roald Henderson, Eileen Althaus, Sue Dunphy, Julie Cousin, Angela Janes, Scott Roth, and Melissa Everson. Also present was Carolyn Seaver, Library Director, and Wayne and Jan Albertson. Meeting was held per Zoom due to restrictions of Covid-19.

Proof of posting was verified.

Minutes for the April meeting were reviewed. Motion to accept as amended was made by Julie, seconded by Scott, and carried.

Bills were reviewed. Motion to accept the report and payment of bills was made by Eileen, seconded by Julie, and carried.

Treasurer's Report was presented and reviewed. Payroll was initially presented in estimation of \$6,600.00, while the actual amount was reported as \$5,295.46. Motion to approve as corrected was made by Eileen, seconded by Angie, and carried.

Director's Report was presented and reviewed.

a. Staff Hours Update

- Library remains physically closed to the public due to Covid-19; patrons can check out materials per curbside pick-up
- Staff members are working relatively "normal" hours, while taking precautions recommended by CDC.

b. Library Services during Safer-at-Home Initiative

- Returns are now accepted and materials will be quarantined for 72 hours according to ILL guidelines

c. Summer Reading Program

- Beanstack (for all ages) could partially replace the summer reading program. A story walk could also be an option.

Old Business

a. Logo

- A final draft was presented and will be sent in various modalities

b. Signage

- 3'x6' sign will be installed at the corner of Milwaukee Street and Highway 59 at a cost of \$385 uninstalled motioned by Julie, seconded by Angie, carried
- Julie will follow up with the village for installation
- c. AC Unit replacement update
  - Work completed
- d. Follett - Destiny Cloud Hosting update
  - \$799.00 set up, which increases our expense annually by \$100 and paid out of donation's account
  - Sue made a motion to accept quote #1087553-2; seconded by Julie, and carried
- e. Upgrading Printer
  - Eileen made a motion to purchase the 2500 model with a projected 5-year cost of \$8,170.00 with \$1,100 rebate going to donations account; seconded by Scott and carried
  - Promote the wireless component of new printer to patrons
- f. Safe Deposit Box
  - Carolyn will write letter of authorization to the bank; one board member will be needed for drilling when the lobby is reopened

#### New Business

- a. Wayne questioned the digitization process discussed last year, along with the relationship between the library and historical society with regard to Albany artifacts. Carolyn reported that the site is up and running, but she hasn't added anything. She will forward the site on to Wayne for his viewing. Carolyn will continue the process as needed.

Motion by Sue to adjourn, seconded by Julie, and carried. Adjourned at 6:51 p.m.

Respectfully submitted by  
Melissa Everson, Secretary  
Albany Joint Library Board  
Albertson Memorial Library  
Albany, WI 53502