

ALBANY JOINT LIBRARY BOARD

Tuesday, August 4, 2020

The Albany Joint Library Board meeting was called to order at 6:01 p.m. by President Roald Henderson. Present were Roald Henderson, Eileen Althaus, Sue Dunphy (departed at 7:00 p.m.), Scott Roth, and Melissa Everson. Also present was Carolyn Seaver, Library Director, and Wayne and Jan Albertson. Julie Cousin and Angela Janes were absent. Meeting was held per Zoom due to restrictions of Covid-19.

Proof of posting at the library and the post office was verified.

Minutes for the June meeting were reviewed. Three minor errors were noted. Motion to accept with corrections was made by Eileen, seconded by Sue, and carried.

Bills were reviewed. Carolyn explained the late fee from Ricoh and noted how it will be rectified to avoid others in the future. Carolyn also pointed out that building expenses related to Covid-19 will be submitted to the Green County Library Board for reimbursement. Motion to accept the report and payment of bills was made by Sue, seconded by Eileen, and carried.

Treasurer's Report was presented and reviewed. Carolyn discovered the \$2.10 error from July 2020 was in personnel wages and has been corrected. Eileen found another discrepancy in the amount of \$733.26. Carolyn will investigate. Motion to approve was made by Eileen, seconded by Scott, and carried.

YTD Budget Summary Reports were reviewed.

Director's Report was presented and reviewed. Note the change in format.

Old Business

a. Library Maintenance

- John minimally trimmed problem shrubs. More will be done when it's season appropriate.

b. Archive Project

- Historical Society was contacted, but no response was received.

c. Albany School Activities

- Melissa updated school opening plans. She suggested that a flyer be sent out to families when school starts to update them on current library hours and services.

d. Silent Auction

- New Glarus Brewery was contacted for funding of a special project. No response was received yet.
- Dates for auction set for November 2-14, 2020. In person / virtual decision to be made at the September meeting. Letters for donations will go out once that decision is made. Proceeds will go toward technology.

e. Spending / Investments

i. Panels for Exhibits

- Roald sent out an informational email for board members to review. He will request samples of two selected colors. Carolyn will make the choice.
- Looking to start on the east wall next to the circulation desk.
- Eileen made a motion to purchase six panels at 38 ½" x 36" and two panels at 38 ½" x 70" in one of the two colors selected. Cost will not exceed \$1500.00 not including freight or installation. Seconded by Sue, carried.

ii. Expanding Hours

- Roald sent out financial comparisons based on our current budget, and Sue presented financial data that Kara had pulled together.
- Carolyn suggested waiting to expand library hours until summer 2021.
- Roald requested a special meeting to look into this further. The need to ensure increased hours is financially feasible in future years.

iii. Solar Proposal

- Roald emailed board members with proposal / estimate; he also contacted another solar company for an estimate
- Discussion ensued with Carolyn asking questions concerning how this project would work with existing roof; Scott questioned how many bids we would need; more discussion in September

f. Emergency Plan

- Changes in personnel policies due to emergencies; Carolyn researched and came up with a few changes that could work for our library; tabled until September meeting

New Business

- a. Microsoft 365 license; Eileen made a motion to purchase for one year on three computers, seconded by Scott, carried

Motion to adjourn made by Melissa, seconded by Scott, carried at 7:35 p.m.

Next board meeting will be held on September 1, 2020.

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