

**ALBANY JOINT LIBRARY BOARD**  
**Tuesday, December 1, 2020**

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

Proof of posting was verified.

Minutes for the November 3, 2020 meeting were reviewed. Motion to accept was made by Eileen, seconded by Julie, and carried.

Bills were reviewed. Carolyn verified that the Olin billing was for maintenance and part replacement. Roald questioned if \$400.00 expense for furnace maintenance will be an annual billing. Motion to accept the report and payment of bills was made by Scott, seconded by Sue, and carried.

Treasurer's Report was presented and reviewed.

- Motion to approve was made by Julie, seconded by Eileen, and carried.

YTD Budget Summary Reports were reviewed.

- Carolyn reported that all funding for Covid relief has been received.

Director's Report was presented and reviewed.

- Silent auction netted an expected \$3,225.00. Discussion ensued.
- Agreed that a gift certificate in the amount of \$50.00 to Jolene Adcock is warranted.

Old Business

a. Library Maintenance - Cleaning

- Proposal presented; discussion concerning higher windows
- Board requested a second estimate
- Eileen Althaus made a motion to accept the cleaning proposal from WJZ Cleaning assuming that any additional bids are in excess of the proposed amount of \$4960.00 per year and include comparable services and contingent on official contract. Motion seconded by Scott. Carried. Additional discussion: Contract should include liability for company employees and workman's compensation.

- b. Albany School Update
  - Melissa reported that the new principal is requesting changes in policy for notes that go home to students. She will approach him about whether this policy will affect the library and will communicate findings to Carolyn
- c. Solar Status
  - Roald presented findings on roof replacement
  - No 503C confirmation as of yet.
  - No feedback / report from New Glarus Brewery
- d. Snack With Santa
  - Carolyn presented current plans; pre wrapped treats, hot chocolate, a craft, activity sheets; there will be no physical event and no live Santa due to Covid-19 status in Green County and state of Wisconsin.
  - “Fillable” Letters to Santa available to area children; new dropbox located outside library entrance for children to deposit them; Julie and Melissa offered to answer children’s letters

New Business

- a. Community thank-you notes will be distributed to board members who have supported the library this year

Motion to adjourn to closed session according to Wisconsin statutes 19.85(1)(c) made by Eileen, seconded by Scott, carried at 7:07 p.m.

Reconvened to open session at 7:43. Roll call taken with the following members present; Eileen Althaus, Sue Dunphy, Julie Cousin, Angela Janes, Scott Roth, Melissa Everson, and Scott Roth. Library director, Carolyn Seaver, was also present.

A motion to proceed with recommendations made in close session by Eileen, seconded by Melissa; carried.

Motion to adjourn made by Melissa at 7:56 with a second from Julie; carried.

Next board meeting will be held on January 5, 2021.

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

