

ALBANY JOINT LIBRARY BOARD
Tuesday, December 15, 2020

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

Proof of posting was verified.

Roald reviewed the topic of discussion from the December 1, 2020 meeting. A timeline of how the cleaning contract was written and presented to Wendy Zweifel of WJZ Cleaning was reviewed. Carolyn shared Board members' responses to an email she had sent with regard to signing of the contract. She also shared SCLS' view of such a contract.

- Wendy was offended by the language of the contract regarding the insurance requested. Roald shared revised wording that Carolyn presented prior to this meeting.
- Roald proposed approaching Wendy for proof of insurance. Scott proposed Wendy be given 30 days in which to present documentation to the library
- Roald, with board assistance, reworded the contract language to reflect the board's request for proof of insurance.
- Scott made a motion to authorize Carolyn to present the contract as revised to WJZ Cleaning; Sue seconded the motion; carried.

In a related matter, it was determined that the AJLB was dangerously close to violating open meeting laws, and more care needs to be taken in the future to ensure that such violations do not occur. Board members encouraged Carolyn to reach out to them in the future when assistance is needed.

At 7:02, Eileen made a motion to adjourn the meeting. Scott seconded; carried.

Respectfully submitted by
Melissa Everson, Secretary
Albany Joint Library Board
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