

ALBANY JOINT LIBRARY BOARD

February 4, 2020

The Albany Joint Library Board meeting was called to order at 6:03 p.m. by President Roald Henderson. Present were Roald Henderson, Sue Dunphy, Julie Cousin, Angela Janes, and Scott Roth. Eileen Althaus and Melissa Everson were absent. Also present was Carolyn Seaver, Library Director

Proof of posting was verified.

Minutes for January meeting were reviewed. Motion to accept was made by Sue, seconded by Julie, and carried.

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

Treasurer's Report was presented and reviewed. Current balance of CD is \$13,089.36 as of 12/31/19 with \$181.91 earned in interest throughout the year. Motion to accept the report was made by Julie, seconded by Roald, and carried.

Old Business

a. Maintenance Update

- Kirby Kauk added light fixtures above work areas; new ballasts were purchased to have on hand and new bulbs installed.

b. Library Brochure - as part of the strategic plan

- A bill has not been received, so may be a part of our "free" printing services through SCLS. Does not appear that we have used up our printing services with them.
- Send out brochure to groups around town who may benefit from receiving our strategic plan.
- Compile a list of community clubs / groups to send to by the end of February. Cover letter to be created.

c. Strategic Plan - Initiatives for 2020

- Roald added gallery / displays in library
- Inclusive services ensuring our services are available to everyone; review policy manual
- Prioritize initiatives for 2020
- Logo / Branding - reviewed designs from Carolyn; Board gave Carolyn the OK to visit graphic designers for ideas and customization

- Signage on Highway 59 - Roald and Julie presented their ideas for signage; Julie will talk to Lonnie Gill for additional ideas and possible ordering
- d. Thrift Store Letter
 - Response from Roald. He will reply thanking them for inviting the library board to attend and confirm we will be there; send along a strategic plan

New Business

- a. Annual Report - due February 26th
 - Proposed "For 2020, the library board will appoint Sue Dunphy the reviewer and signer of the annual report." Motion made by Roald; seconded by Julie; carried
- b. Use of Library Facility
 - Resolution created to limit displays at the library at the director's discretion. Roald made motion to approve; seconded by Sue; carried
- c. Board Membership
 - Current board member list reviewed
- d. Dates for Future Board meetings
 - Discussion on meeting times / days for board to meet; tabled until next month
- e. Teachers' Tea
 - Need to start thinking about this in April

Director's Report was presented and reviewed. Thanked Carolyn for getting these done each month.

Motion by Julie to adjourn, seconded by Scott, carried. Adjourned at 8:00 p.m.

Respectfully submitted by
Melissa Everson, Secretary