

ALBANY JOINT LIBRARY BOARD
Tuesday, February 2, 2021

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 and Jan Albertson. Meeting was held per Zoom due to restrictions of Covid-19.

Agenda / notice of meeting was posted at the library, the village hall, and the post office.

Minutes for the January 5, 2021 meeting were reviewed with no additions or corrections noted. Motion to accept was made by Eileen, seconded by Julie, and carried.

Election of officers for 2021 was held. All previous officers agreed to remain in their respective positions. Roald Henderson, president; Eileen Althaus, vice president; Melissa Everson, secretary; Sue Dunphy, treasurer. Melissa's and Sue's 3-year terms expire in 2021; have been confirmed at the township level and will be confirmed at the village level at the February meeting.

Bills were reviewed. Bills to note were for A1 Electric and SCLS delivery; both clarified by Carolyn. A1 bill is only estimation at \$370. Light bulbs were replaced and switch issues were resolved; investigating replacing fluorescent with halogen for ease of maintenance and utility cost savings. Motion to pay the bills was made by Eileen, seconded by Sue, and carried.

The Treasurer's Report was presented and reviewed. Village was directed to take \$2,000.00 from the state trust fund to pay the deposit for solar panels; Eileen clarified this process. Roald reviewed the process for paying for the entire solar panel project. Donations accounts were also reviewed. Sue requested that a list of donations be included in each month's report; Carolyn will follow through. She will also add a column to the detail report showing the donors name. Melissa made a motion to accept the treasurer's report; Scott seconded; carried.

YTD Budget Summary Reports were reviewed.

The Director's Report was presented and reviewed. Extensive discussion was held regarding the library's collection. Carolyn explained the database subscriptions and her plans to get library hours closer to "normal".

Carolyn presented a proposal for changes in job title and descriptions for an "Outreach Librarian" position. Scott made a motion to approve with no more than 20 hours per week

at \$12.00 per hour; Angie seconded. Concern was expressed about the wages, it was determined that this was already in the budget. Also determined that the number of hours for this position falls below that required for retirement contributions. Motion carried.

Old Business

- a. Solar Project
 - \$2000.00 deposit paid
 - The grant received by Friends is in the form of cash to be used toward solar panels
 - Solar panels are made in Minnesota, a fact that should be used in our required promotion of the project
 - Roald signed the proposal for Hellwig Roofing for roof replacement
 - Noted that all contact for installation, bills, and payments go through the library, even though the grant was secured by Friends
- b. School Update
 - Melissa reported there have been no changes in daily operations
- c. Goals for 2021
 - Board members were asked to assist with a goal or goals that speak to strengths and interests and an expected timeline for each was suggested
 - i. Extending library hours - Sue - July 2021
 - ii. Policy manual - - April 2021
 - iii. Archive project -
 - iv. Fine free - Angie - May 2021
 - v. Computer refresh - - September 2021
 - vi. Display panels - Scott -

New Business

- a. Director evaluation and review will be done in the same format as last year. Goal is to meet in closed session prior to March 2nd to finalize, so Roald will send out the form in the next day or two with members completing and returning right away.

Motion to adjourn made by Scott at 7:33 with a second from Julie; carried.

Next board meeting will be held on March 2, 2021.

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