

**ALBANY JOINT LIBRARY BOARD**  
**Tuesday, February 1, 2022**

The meeting of the Albany Joint Library Board was called to order at 6:34 p.m. by President Roald Henderson. Meeting was held in person at the Albertson Memorial Library with the option of Zoom attendance. Present were Roald Henderson, Sue Dunphy, Eileen Althaus, David Bristow, Scott Roth, and Melissa Everson. Also present was Carolyn Seaver, Library Director, and Wayne Albertson. Angie Janes was absent.

Proof of posting was verified, with an agenda posted at the library, village hall, the post office, and on the library's website.

Minutes for the January 4, 2022 meeting were reviewed. Motion to accept was made by Sue, seconded by David, and carried.

Bills were reviewed. Eileen made a motion to pay the bills; seconded by Scott; carried.

**Library Board Members - 2022**

- Melissa's term is the only one up for renewal. Roald sent an email to the school district superintendent who reconfirmed her appointment. Forwarded to the village for approval.

Monthly board meeting time changed to 6:30 p.m. to better accommodate schedules.

- Roald motioned; Scott seconded; carried

The final treasurer's report for 2021 was presented and reviewed.

- Summary by month for 2021 shows under budget; revenue higher than budgeted due to grants and circulation desk intake
- Scott made a motion to approve; Roald seconded; carried

The current treasurer's report was presented and reviewed.

- Not a full payroll
- Discrepancy in expenses; will be corrected, presented, and reviewed at next meeting

Director's Report - nothing formally presented

- Met with Sue on policy several times; met with Green County library directors; conducted a staff meeting, reviews, and work day

Old Business

- a. Bylaws
- b. Strategic Plan - tabled
- c. Insurance - tabled

#### New Business

- a. Policy Review - Director Job Description
  - Eileen motioned to adopt revised job description; Roald seconded; carried
- b. Policy Review - Paid Time Off
  - Tabled
- c. Annual Report
  - Roald made a motion to accept as presented and will sign; Eileen seconded; carried

#### Other Business

Closed session postponed due to the communication/technology issues throughout the meeting. Roald will send out an electronic survey to determine a date that works.

Next board meeting will be held on March 1, 2022 at the Albertson Memorial Library with Zoom capability as well.

Motion to adjourn was made at 7:22 p.m. by Scott; seconded by Eileen; carried

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