

ALBANY JOINT LIBRARY BOARD

January 7, 2020

The Albany Joint Library Board meeting was called to order at 6:00 p.m. by President Roald Henderson. Present were Roald Henderson, Sue Dunphy (6:02 p.m.), Julie Cousin, Angela Janes, Scott Roth, and Melissa Everson. Eileen Althaus was absent. Also present was Carolyn Seaver, Library Director

Proof of posting was verified.

Minutes for October, November, and December 2019 meetings were reviewed. Motion to accept all reports was made by Scott, seconded by Angie, and carried.

Bills were reviewed.

1. Discussed the "membership" levels for ordering the Wisconsin State Journal. Currently paying for the gold level. After discussion, it was decided to lower to the silver level.
2. Also discussed the Olin expense for furnace repairs. Due to incorrectly installed equipment at the time of original construction, repairs needed to be made immediately. Bill for \$1,169.80 covers actual repair, repair to the building, and furnace filters. Olin will continue to provide maintenance checks and filter replacement.

Motion to accept the report and payment of bills was made by Sue, seconded by Angie, and carried.

Treasurer's Report was presented and reviewed. Motion to accept the report was made by Scott, seconded by Angie, and carried.

Old Business

1. Green County Library Excess Funds for 2019 update - children's chairs and table, TV / player mounts, staff chair, various office supplies, and bathroom fixtures were purchased
2. Maintenance Update - Lights still need to be replaced (see director's report). Quote for replacement requested. Scott proposed providing lighting over check-out desk as needed and replace others that are burned out throughout the rest of the building. It was recommended to call the service provider daily if needed to "encourage" work be done as soon as possible.
3. Snack with Santa recap - see Director's Report for complete details; over 380 people in attendance with 121 books given to children.

4. Library Brochure / Strategic Plan - The library's brochure should be updated, preferably without staff and board members' names. Carolyn will follow-up with this.

New Business

1. Initiatives for 2020
 - a. Branding - pens, magnets, new letterhead, logo, motto
 - b. Policy manual
 - c. Inclusive services assessment
 - d. Dedicated server for library catalog
 - e. Updating / upgrading Wifi access for patrons
 - f. Adult programming and funding
 - g. Trustee Training
 - h. Increased signage
 - i. Increased volunteerism, including Board recognition of volunteers
 - j. Friends of the Library revival

Director's Report was presented and reviewed.

Adjourned to close session under Wisconsin Statutes 19.85(1)(c) to discuss library director review. Motion made by Scott, seconded by Sue.

Reconvened to open session. Roll call taken with the following members present; Roald Henderson, Sue Dunphy, Julie Cousin, Angela Janes, Scott Roth, and Melissa Everson.

Consider any action resulting from closed session. Sue and Angie will continue to serve as coaches to support Carolyn.

Motion by Julie to adjourn made by Julie, seconded by Angie, carried. Adjourned at 7:53 p.m.

Respectfully submitted by
Melissa Everson, Secretary