

ALBANY JOINT LIBRARY BOARD
Tuesday, January 5, 2020

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

Proof of posting was verified.

Minutes for the December 1, 2020 meeting were reviewed. Motion to accept was made by Eileen, seconded by Scott, and carried. Motion to accept the minutes for the closed session held on December 1, 2020 was made by Julie, seconded by Eileen, and carried. Motion to accept the minutes of the December 15, 2020 meeting was made by Scott, seconded by Julie, and carried.

Bills were reviewed. Bills to note were for a conference that Carolyn attended, the bill for cleaning by WJZ, and Ricoh. Motion to pay the bills was made by Sue, seconded by Melissa, and carried.

Treasurer's Report was presented and reviewed.

YTD Budget Summary Reports were reviewed.

- A discrepancy was noted in the YTD payroll between December and January reports.
- 2020 came in under budget

Director's Report was presented and reviewed.

- Card and gift card for Laurie's retirement was discussed.

Old Business

a. Solar Project

- Certification received from state of Wisconsin for non-profit status of Friends
- New Glarus Brewery turned down our proposal for funding
- Roald presented spreadsheet showing costs of solar panels and roof replacement

- Scott made a motion to accept the proposals from Full Spectrum Solar of \$53,750.00 and Hellwig Roofing of \$12,900.00; seconded by Julie; carried
- b. School Update
 - Melissa reported that the current principal approved notices from the library to students
- a. 2021 Budget
 - Carolyn questioned possibility of staff raises; board approval needed?
 - Carolyn asked for flexibility to adjust payroll rates based on responsibility
 - Eileen made a motion to accept Carolyn's proposal for pay increases for three staff positions; seconded by Scott; carried
 1. Library Aide / Material specialist to \$12.00
 2. Library Aide to \$11.50
 3. Page to \$7.50
 - Carolyn will update job descriptions

New Business

- a. 2021 Goals
 1. Display panels - how to best utilize? Add more?
 2. Going fine free
 3. Update policy manual and by-laws
 4. Increasing hours
 5. Programming
 6. Strategic Plan - renew / update
 7. Computer / Technology refresh
 - Roald, as president, will take responsibility to address each of these topics
- b. Board Membership - Melissa and Sue's terms expire in 2021; both will need to be approved by the village board
- c. Board officers - will be reelected in February
- d. Carolyn's annual review to be done in February - form of evaluation to be determined and distributed by Angie and Sue

Motion to adjourn made by Sue at 7:26 with a second from Angie; carried.

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

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