

ALBANY JOINT LIBRARY BOARD
Tuesday, January 4, 2022

The meeting of the Albany Joint Library Board was called to order at 6:00 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, Angie Janes, David Bristow, Scott Roth, and Melissa Everson. Also present was Carolyn Seaver, Library Director.

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 December 7, 2021 meeting were reviewed. Motion to accept was made by David, seconded by Eileen, and carried. Motion to accept the minutes of the closed session was made by Eileen, seconded by Roald, and carried.

Annual Election of Officers was held.

- President Roald Henderson - motion to approve by Eileen; seconded by Sue; carried
- Vice President David Bristow - motion to approve by Roald; seconded by Melissa; carried
- Secretary Melissa Everson - motion to approve by Eileen; seconded by Sue; carried
- Treasurer Angela Janes - motion to approve by Eileen; seconded by Roald; carried

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

- According to the Bylaws of the Albany Joint Library Board, the treasurer will now initial a copy of the bills once it's been passed that they be paid for auditing purposes.

The treasurer's report was presented and reviewed.

- Roald has requested that Carolyn provide a 2021 year-end report at the February meeting. The approval of the December report is deferred until then.
- Sue got quotes for CD interest rates. Eileen suggested that the money initially to be invested in a CD be invested instead in the state trust fund. Scott made a motion to move \$20,000 from the donations account to the state trust fund with the intention that it be kept separately from tax revenue. David seconded the motion; carried.

Director's Report was presented and reviewed.

- Roald confirmed with Carolyn that she will still provide an updated computer refresh plan.

Old Business

a. Bylaws

- Melissa made a motion to accept the bylaws as presented; seconded by Eileen; carried

b. Archiving

- Deferred until March

c. Strategic Plan

- Reviewed proposals of goals and objectives; discussions held and clarifications made.
- Deferred any decisions until February.

d. Insurance

- Carolyn shared a detailed list of values for items. She will total them and provide summary totals by categories in February. Roald will confirm amounts for non-asset coverages.

New Business

a. Policy Review - Holiday Pay

- Deferred to give Carolyn and Sue time to finalize

b. Checking Account Signatures

- Need to remove Sue; add Angie

c. Meeting Time Change

- Roald made a suggestion that meetings begin at 6:30 p.m. rather than 6:00. No action taken, but will discuss further in February.

Other Business

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

Motion to adjourn was made at 7:49 p.m. by David; seconded by Roald; carried

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