

ALBANY JOINT LIBRARY BOARD

March 3, 2020

The Albany Joint Library Board meeting was called to order at 6:00 p.m. by President Roald Henderson. Present were Roald Henderson, Julie Cousin, Angela Janes, Scott Roth, and Melissa Everson. Sue Dunphy arrived at 6:06 p.m. and Eileen Althaus was absent. Also present was Carolyn Seaver, Library Director

Proof of posting was verified.

Minutes for the February meeting were reviewed. Motion to accept as amended was made by Scott, seconded by Julie, and carried.

Bills were reviewed. Motion to accept the report and payment of bills was made by Angie, seconded by Julie, and carried.

Treasurer's Report was presented and reviewed.

Election of Officers

- Affirmed to continue with current slate of officers; motion made by Scott, seconded by Angie, and carried

Old Business

a. Annual Report

- Done, signed, submitted and emailed to Board members
- Carolyn will present highlights to the village and town boards

b. Teachers' Tea

- Has been tabled until the June meeting
- Will be held in September in conjunction with the silent auction
- Melissa and Carolyn will instead plan read-alouds at school during National Library Week April 19-25th.

c. Logo and Branding

- Logo will be done in burgundy and cream colors with fonts as presented by Carolyn with the exception of "Albertson Memorial Library" straight rather than curved
- Motion presented by Roald, seconded by Melissa, and carried

d. Signage

- Sign on Highway 59 will stay; sign had already been ordered by the village to go near bridge and will be installed by the village

- Julie contacted Brodhead Sign concerning the sign on the back of the building; motion to approve a vertical sign made of poly-metal 13 feet in the specified burgundy and cream colors not to exceed \$400.00 with installation not to exceed \$100.00 made by Scott, seconded by Julie, and carried
 - A two-sided sign that will be installed by the village at Milwaukee Street and Highway 59 was tabled until the April meeting; members were requested to look at other signs around the village
- e. Strategic Plan - Initiatives for 2020
- Information presented in Board packet; this will guide 2020 agendas

New Business

- a. Upgrading Printer
- Information presented in Board packet
 - Library currently owns printer, but leases services that are paid quarterly
 - Carolyn will further investigate and compare costs of the service
- b. Policy Changes
- In regard to volunteers, it was suggested to provide volunteers with the same opportunities and restrictions as paid staff.
 - With regard to DVD check-outs, there will be a limit of 5 DVDs per library card
 - Motion to approve requested policy changes made by Sue, seconded by Angie, and carried
- c. Dates for Future Board Meetings
- Meetings will remain on the first Tuesday of every month

Director's Report was presented and reviewed.

Motion by Sue to adjourn, seconded by Scott, and carried. Adjourned at 7:45 p.m.

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