

**ALBANY JOINT LIBRARY BOARD**  
**Tuesday, March 2, 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, and Wayne and Jan Albertson. Meeting was held per Zoom due to restrictions of Covid-19.

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 February 2, 2021 meeting were reviewed. Motion to accept was made by Scott, seconded by Julie, and carried. Motion to accept the minutes once reformatted for the closed session held on February 15, 2021 was made by Eileen, seconded by Scott, and carried.

Bills were reviewed. Bills to note were for annual liability and WJZ Cleaning. It was noted that cleaning costs are slightly more than originally estimated. Motion to pay the bills was made by Eileen, seconded by Scott, and carried.

Treasurer's Report was presented and reviewed.

- No February payroll was included but will be reflected in next month's report.
- Carolyn will report payments to roof and solar panel projects under state trust fund in future reports.
- Eileen noted a \$0.70 discrepancy in payroll between reports; Carolyn will correct.
- Motion to accept the treasurer's report was made by Scott; seconded by Julie, carried.

YTD Budget Summary Reports were reviewed with no discussion.

Director's Report was presented and reviewed.

- Job opening has been posted
- Summer reading program
- Annual report differences and comparisons between 2020 and previous years

Old Business

- a. Solar Project

- Roof replacement slated for April
  - 72 solar panels will be installed in a 2-3 week period; inspections will follow; tentative completion date is June 1st
  - Wayne questioned whether additional insurance will be needed; Carolyn will investigate
  - Roald updated members on Friends of Albertson Memorial Library's plans for publicizing the project per a requirement for grant funding
- b. Display Panels
- Scott and Carolyn met to discuss goals for the project. Scott reported that they would like to focus on the main library area for now
  - Bulletin board-type panels for children's and new book display areas; bulletin boards would complement existing display panels; more information and possible quotes will be presented at April meeting
- c. School Update
- Melissa reported that nothing has changed concerning the COVID situation

#### New Business

- a. Donor Recognition Wall
- Carolyn explained photos sent out previously; discussion but no action taken
  - Tabled until April
- b. Policy Manual Update - Patron Expectations
- Reviewed policy and suggestions given
  - Eileen made a motion to adopt new proposed policy with recommended changes; seconded by Julie; carried
  - Melissa offered to review future policy revisions

Motion to adjourn made by Sue at 7:33 with a second from Scott; carried.

Next board meeting will be held on April 6, 2021.

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