

ALBANY JOINT LIBRARY BOARD

April 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, 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 March meeting were reviewed. Motion to accept as amended was made by Julie, seconded by Roald, and carried.

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

Treasurer's Report was presented and reviewed. Motion to approve was made by Sue, seconded by Julie, and carried.

Director's Report was presented and reviewed.

a. Staff Hours Update

- Jessica and Diane are working the same number of hours at home as they would at the library; Laurie has requested a decrease in hours. All are tracking their hours and work completed
- Current system is working well and Carolyn is on top of the situation.
- Board approved employees ability to work as much as needed to get work/training done.

b. Library Services during Safer-at-Home Initiative

- Carolyn has offered several services for the public. All are listed in director's report
- Carolyn was given the option of purchasing additional services to come out of the donations account.

Old Business

a. Signage

- Roald had sent images to resolve the shape of the sign issue; all agreed on rounded rectangle, but need to wait on overall logo graphics

b. Logo - waiting on overall logo graphics

c. Teachers' Tea - will be addressed in time for September event

Deferred Business

- a. Upgrading Printer - more information to come for May meeting
- b. New Server or Cloud hosting for data
 - Sue made a motion to proceed with moving the library database to the cloud for an additional \$100 / year and perform upgrades to Destiny for \$250 fee for the current year; Scott seconded the motion; carried
 - \$100 from operating budget; \$250 to be determined later
- c. Air Conditioner Repairs - still need to be completed by Olin
- d. Cleaning / Reopening Procedures
 - Current topics of discussion in library director meetings
 - Carolyn informed Catherine of current guidelines and will continue to monitor the situation
- e. Safe Deposit Box
 - Sue motioned to request this be opened; Julie seconded; carried

Motion by Melissa to adjourn, seconded by Julie, and carried. Adjourned at 7:00 p.m.

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