

**ALBANY JOINT LIBRARY BOARD**  
**Tuesday, October 6, 2020**

The Albany Joint Library Board meeting was called to order at 6:00 p.m. by President Roald Henderson. Present were Roald Henderson, Eileen Althaus, Sue Dunphy, Scott Roth, Julie Cousin, Angie Janes, and Melissa Everson. Also present was Carolyn Seaver, Library Director and Wayne Albertson. Meeting was held per Zoom due to restrictions of Covid-19.

Proof of posting was verified.

Minutes for the September 1, 2020 meeting were reviewed. Motion to accept was made by Sue, seconded by Angie, and carried. Minutes of the September 27, 2020 meeting were reviewed and approved with the motion made by Scott and seconded by Julie.

Bills were reviewed. Building Maintenance reflects \$1329.73 for display panels was paid for with the Visa credit card with reimbursement to come from the donations account. Motion to accept the report and payment of bills was made by Sue, seconded by Angie, and carried.

Treasurer's Report was presented and reviewed.

- \$1367.80 expense for software and display panels
- Motion to approve was made by Scott, seconded by Julie, and carried.

YTD Budget Summary Reports were reviewed.

Director's Report was presented and reviewed. Request for an electrician referral was noted.

**Old Business**

a. Library Maintenance

- Custodial position remains unfilled
- Wayne explained the water maintenance procedure
- Windows not washed yet
- John Thill has worked more hours so far this year than previously allowed

b. Archive Project

- Carolyn has researched best practices to protect and preserve older items; archival-type boxes may be a good place to start
- Wayne suggested contacting the local historical society to see if forces could be joined

- Roald questioned if there could be a college student who could assist; Angie mentioned her daughter who has a degree in anthropology and pursuing a degree in library science.
- c. Albany School Update
  - Flyers distributed to students; library card applications are trickling in
  - Melissa updated on school district status related to Covid-19
- d. Silent Auction
  - Donations are down and more are needed
  - Jolene will begin staging and photographing items
  - Prepared for a lower-than-average fundraising event
- e. Display Panels
  - Doug Horn was hired to begin installation
- f. Solar Panels
  - i. Grant Status - answer expected by October 15th
  - ii. Roof Replacement
    - Additional bids needed
    - Wayne prefers replacing roof now rather than after solar panels are installed
- g. Emergency Plan - sick leave
  - Carolyn noted that the current sick leave policy is a general policy not related to the emergency plan
  - Sue will look into changes necessary to ensure that the library director receives sick pay
  - Sue made a motion to accept the proposed changes; seconded by Eileen; carried

#### New Business

- a. 2021 Budget
  - Discussion held, but nothing noteworthy; village needs budget by October 15th
  - Motion to approve budget as proposed by Eileen; seconded by Sue; carried
- b. New Glarus Brewery Proposals
  - Solar panel contribution or wall panels are possibilities; archive project is probably too far out

Motion to adjourn made by Julie, seconded by Sue, carried at 7:16 p.m.

Next board meeting will be held on November 3, 2020.

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