**ALBANY JOINT LIBRARY BOARD**

**Wednesday, October 13, 2021**

The meeting of the Albany Joint Library Board was called to order at 6:01 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, Scott Roth, David Bristow, and Melissa Everson. Also present was Carolyn Seaver, Library Director, and Wayne and Jan Albertson (via Zoom). Absent was Eileen Althaus and Angie Janes.

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 September 7, 2021 meeting were reviewed. Motion to accept was made by Scott, seconded by Sue, and carried.

Bills were reviewed.

* Ricoh - $122.84 is for lease, $111.44 is quarterly printing.
* CKH for 20 hours of additional support
* WJZ Cleaning includes window cleaning

Melissa made a motion to pay the bills; seconded by Scott; carried.

Treasurer’s Report was presented and reviewed. Something is still not matching up between the treasurer’s report and the YTD budget summary reports according to Roald. He suggested he meet with Carolyn prior to next month’s meeting to reconcile.

Director’s Report was presented and reviewed.

* Water leak; Wayne will address
* Olin for thermostats
* Exterior soffits did not get cleaned, but windows are done.

Old Business

1. Building Maintenance
* Estimates from Verona Electric ($2750.00) and Green County Electric ($3154.00) for installation of 21 LED fixtures throughout the library that would increase efficiency, quality of light, and overall cost of bulb / ballast replacement. Bodies of fixtures will be kept, with bulbs / ballasts replaced.
* David made a motion to move forward with the project; Roald seconded; motion carried contingent upon Carolyn’s approval of the quality of lighting after the first set has been installed.
1. Silent Auction
* Letters sent with several returned due to incorrect addresses; very few responses to date.
* List of prospective donors should be forwarded to board members.
* Staff will make phone calls to prospective donors.
1. Strategic Plan
* In January, Carolyn will provide “A month in the life of the library” to help with strategic plan update
1. Bylaws
* Roald will touch base with Eileen as to what and for how long important documents should be kept on file with regard to all official library board business
1. Increasing Library Hours
* Reviewed funds available, along with proposals for weekly hour increases to 38, 40, and 42 hour weeks with regard to staff wages
1. Computer Refresh Plan
* Possibly only two computers
* Tabled until next meeting

New Business

1. 2022 Budget
* Presented by Carolyn; will need to be submitted to town and village boards
* Roald suggested that the salaries and wages approved in the budget do not reflect or guarantee wage increases for individual employees. Wage increases for each employee would be evaluated and considered separately.
* Melissa made a motion to accept as proposed; Sue seconded; carried

Other Business

Next board meeting will be held on November 2, 2021 at 6:00 p.m. at the Albertson Memorial Library with Zoom capability as well.

Motion to adjourn was made at 7:59 p.m. by Sue; seconded by David; carried

Respectfully submitted by

Melissa Everson, Secretary

Albany Joint Library Board

Albertson Memorial Library

Albany, WI 53502