

## **ALBANY JOINT LIBRARY BOARD**

**Tuesday, September 1, 2020**

The Albany Joint Library Board meeting was called to order at 6:17 p.m. by President Roald Henderson. Present were Roald Henderson, Eileen Althaus, Sue Dunphy, Scott Roth, Julie Cousin, and Melissa Everson. Also present was Carolyn Seaver, Library Director. Angela Janes was absent. Meeting was held per Zoom due to restrictions of Covid-19.

Proof of posting was verified.

Minutes for the August meeting were reviewed. Motion to accept was made by Scott, seconded by Eileen, and carried.

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

Treasurer's Report was presented and reviewed.

- Important to note that all numbers printed in red are from the August meeting.
- Eileen and Roald questioned "budgeted" and "actual in Village Account" amounts. Both explained to Carolyn what we want it to look like. New format will be reflected at the October meeting.
- Motion to approve was made by Eileen, seconded by Scott, and carried.

YTD Budget Summary Reports were reviewed.

Director's Report was presented and reviewed. Office 365 installation was completed. The safe deposit box was opened in Carolyn's presence. Angie at the bank suggested a fire proof safe for the most important documents. Deferred to the October meeting.

### Old Business

#### a. Emergency Plan

- Current policy concerning remote work resulted in considerable discussion.
- Scott made a motion to accept changes on page 1 of the document presented by Carolyn relating to remote work; vote passed on a vote of 3-2 with Roald and Eileen declining.
- Policy concerning sick leave was table to allow Carolyn and Sue to set up a schedule based on hours worked.

- b. Library Maintenance
  - The book drop room should perhaps have a regular light switch instead of a motion sensor; granted.
  - Windows need to be cleaned; ground level only at this time due to safety concerns
- c. Archive Project
  - No update
- d. Albany School Update
  - Flyer and library card applications to go out very soon
- e. Silent Auction
  - Agreed to hold the auction online; Carolyn will work on letter and get to Eileen for September 8th mailing.
- f. Display Panels
  - Panels have been ordered with delivery expected the week of September 7th. Oatmeal color was ordered based on last month's decision.
- g. Solar Panels
  - A roofer was contacted.
  - Renew Wisconsin confirmed substantial savings quoted (20% refunded). Nonprofit organizations are the only ones that can utilize such refunds. Libraries are not non-for-profit, so often get around this by asking Friends groups to sponsor.
  - Roald will proceed with this project and keep board members informed.

New Business - nothing at this time

Motion to adjourn made by Melissa, seconded by Julie, carried at 7:46 p.m.

Next board meeting will be held on October 6, 2020.

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