

ALBANY JOINT LIBRARY BOARD

Tuesday, April 5, 2022

The meeting of the Albany Joint Library Board was called to order at 6:32 p.m. by President Roald Henderson. Meeting was held in person in the library community room. Present were Roald Henderson, Sue Dunphy, Scott Roth, and Angie Janes. Also present was Carolyn Seaver, Library Director. David Bristow arrived at 6:50 pm and Eileen Althaus and Melissa Everson were absent.

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 March 1, 2022 meetings (both open and closed sessions) were reviewed. Motion to accept was made by Roald, seconded by Sue, and approved.

Approval of Bills – Carolyn mentioned that a grant will help pay the expenses of the summer reading program. Motion to accept made by Sue, seconded by Angie, approved.

Treasurer's report –YTD Budget Summary reports – Library Funds on Deposit with Village. Motion to accept made by Scott, seconded by Angie, approved.

Director's report – board expressed appreciation for additional detail in Director's report.

Carolyn said that she did talk about cleaning increase with the owner of the cleaning business. The increase is \$20/week, not the \$10/week increase originally mentioned. Carolyn decided to discontinue cleaning of the loft and community room in order to keep the cleaning expense within this year's budget. If there are future problems with that arrangement, Carolyn will let the board know. Carolyn will follow up with Monroe company about power washing the library.

Old Business

Carolyn presented four policy changes and one personnel policy change for review. A motion was made by Roald and seconded by Scott. Approved.

The motion:

Eliminate section E. Circulation Equipment List, and 16. Solicitation and Sales.

Carolyn agreed to develop a policy about solicitation/sales in the library and present it to the board.

Change section 18. Disasters/snowstorms to “the Director shall make the decision whether or not the library will be open and will inform the board of that decision.”

Change 5. Fiscal Policy B. Approval of Library Expenditures – refer to the policy as stated in the by-laws for approval of expenditures.

Change Personnel Policy – Pay Period / Time Sheets – accepting suggested changes to payroll/timesheet section.

Archiving / preservation of library materials – archiving falls into 3 areas – 1) preservation of documents and a case for storage 2) room/space in which to work with sensitive materials 3) scanning of historical documents. Angie volunteered to work with Carolyn on archiving and preservation of library materials. They will meet and report back to the board by the August meeting with a suggested approach and plan/timetable for considering archiving solutions.

New Business

Community Room

Roald asked the board members to give some thought about if and what in the community room needs to be updated or changed to make the room more usable and be prepared to discuss ideas at the May meeting. He asked Carolyn to be prepared to talk to the board about how she, as director, would like to use the community room.

David moved to adjourn the meeting, seconded by Angie. The meeting was adjourned at 7:43 pm.

Respectfully submitted by
Roald Henderson, President
Albany Joint Library Board
Albertson Memorial Library
Albany, WI 53502