

Altoona Library Board Minutes

Wednesday, March 15, 2023, 9:00 a.m.

Roll Call: Meeting called to order at 9:03 a.m. Board members present: Liz Snyder, Liz Kaetterhenry, Deb Swan, Melinda Smith, and Sue Rowe. Brenda Schlafer was present via Zoom. Sheila Presler was excused. Also present was Library Director Arin Wilken and library patron Adam Gewiss.

Approval of Minutes: Motion made by Smith to approve minutes of the February 15, 2023 meeting, 2nd by Kaetterhenry. **Motion carried.**

Public Comments: The “Library Love Story” program comments are included in the meeting packet.

President’s Report: None

Approval of Expenses: The February expenses and financials are not completed yet and will be approved at the April meeting. Arin will send them when he receives them from Tina.

Final 2022 Expenditures Report: The final 2022 report is not yet available. Arin reported that the library has a \$64,000 balance from 2022 that will be rolled into an account in case we go over per Tina. Kaetterhenry asked if the previously discussed transfer of some of the library’s money market account had been moved to CD’s yet. Arin reported that this has not yet been done. Motion by Snyder to move \$80,000 from the money market account to a short term (12 month) CD, 2nd by Swan. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Rowe-yes, Schlafer-yes.

Librarian’s Report Highlights:

Arin passed out more detailed reports regarding percentage of checkouts from various categories. The Board thought maybe it was too much detail on a monthly basis but requested it be consolidated and prepared at the end of the year to be used for budget development.

The two new Envisionware self-check machines have been freezing up. Envisionware has provided the library with two refurbished machines to use while they attempt to solve the problem.

Arin is sorting through applications to fill the vacant library page position.

New adult summer and fall programs include container gardening around the Library/City Hall, a gardening summer workshop series, Badger Talks, Writers Group, and a Fiber Group. Programs are now being posted on the digital marquees at River Prairie and Cinder City Park.

The library will be participating in River Prairie Festival on Saturday, May 13, 2023.

New Board Member Search: Applications are located at the desk and on-line. Snyder mentioned that Stella Pagonis may be interested in the position.

Parking: Arin reported that the parking issue was removed from the 3/9/23 City Council meeting and is tabled for now. The City is looking into whether an ordinance is needed.

Update on Municipal Library Agreement: Arin has been in contact with Eau Claire. The new cost/circulation estimate is \$10.88 for Eau Claire and \$4.40 for Altoona.

Cash Handling Policy and Procedure: Arin and Martha have been working on this and it is almost finalized. Smith suggested considering it just a procedure (not a policy) so that cash handling is not a publicly viewed as it would be if it were a policy.

Circulation Policy: Changes include:

IIa-should say (see part c) instead of (see part d) in reference to transitory, homeless, temporary resident.

VIIb-Remove “resist” and replace with wording such as “require proper showing of good cause has been made and will consult with the City Attorney.”

VIII-Just use section (2) and remove all the rest. Add to (2) “subject to penalties of applicable law (Statute 943.61). Also add what the employee should know and do/tasks of the employee (documentation).

Any other input should be given to Arin and the Board will approve the policy at the April meeting. Rowe will stop in to the library and sign the approved Collections Development Policy.

Juneteenth: Rowe suggested we see where the City goes with this for 2023 and put it on our list for 2024. The Board suggested possibly using it as an in-service day similar to MLK Day.

Update on Laundromat libraries: An update was provided in the meeting packet.

February, 2023 Circulation Statistics:

February, 2023: EC borrowed from AL=4,189 items (\$4.40/item = \$18,431.60)

AL borrowed from EC=980 items (\$10.88/item = \$10,662.40). (+\$7,769.20)

Items for next agenda: February Expenses, final 2022 Expenditures Report, Altoona/EC exchange agreement, Circulation Policy, Cash Handling Procedure, update on parking, new board member follow-up.

Next board meeting: The next regular monthly meeting will be on Wednesday April 19, 2023 at 9:00 a.m. in person in the city council chambers.

Adjourn: Swan motioned to adjourn, 10:07 a.m., 2nd by Kaetterhenry. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Arin Wilken