

Altoona Library Board Minutes

Wednesday, April 19, 2023, 9:00 a.m.

Roll Call: Meeting called to order at 9:01 a.m. Board members present: Liz Snyder, Liz Kaetterhenry, Deb Swan, Sue Rowe, and Brenda Schlafer. Sheila Presler and Melinda Smith were excused. Also present was Library Director Arin Wilken.

Approval of Minutes: Motion made by Swan to approve minutes of the March 15, 2023 meeting, 2nd by Snyder. **Motion carried.**

Public Comments: The Ukrainian egg decorating event was well received. Arin would like to do another one in the future due to large interest in the activity.

President's Report: None

Approval of Expenses: Motion made by Kaetterhenry to approve the February, 2023 expenses and financials, 2nd by Schlafer. Snyder-yes; Kaetterhenry-yes; Swan-yes; Rowe-yes; Schlafer-yes. Motion made by Schlafer to approve the March, 2023 expenses and financials, 2nd by Swan. Snyder-yes; Kaetterhenry-yes; Swan-yes; Rowe-yes; Schlafer-yes. Arin reported that the \$80,000 transfer to a CD has been completed. He will report at next month's meeting the interest rate for the CD.

Librarian's Report Highlights: The APL was left a portion of the estate of a couple who recently passed away. Motion by Swan to establish a building fund account and to transfer the minimum amount of money necessary from the money market account to the new building fund account so that it is ready for the expected donation, 2nd by Kaetterhenry. Snyder-yes; Kaetterhenry-yes; Swan-yes; Rowe-yes; Schlafer-yes.

A new page, Renee Carlson, has been hired.

The new self-check machines are now working well.

Arin is still working on the parking issue and has met with Chief Bakken and Dave Walters to discuss some possible solutions.

Next week is National Library Week with Patron Appreciation Day on Wednesday.

Cash Handling Policy and Procedure: Arin reported that this procedure is completed and being utilized.

Circulation Policy, Challenged Materials, Reconsideration Form, Closing Policy and Procedure:

Please make the following changes to the policies/procedures:

Closing- Doors should be locked at 8:00 p.m. (not 4 minutes before closing)

Reconsideration Form- Add "each contested item requires its' own reconsideration form."

Circulation-When referring to WI Statutes, just use wording such as "in compliance with WI Statute # (see Appendix ___)" instead of stating what the exact statute is. Thus, if the statute changed, only the Appendix would need to be updated vs. the whole policy.

Motion made by Schlafer to approve the three policies with the recommended changes, 2nd by Swan.

Motion carried.

Closed Session: Motion made by Snyder to convene to closed session at 9:55 a.m. to discuss applicants for the vacant Library Board of Trustees position, 2nd by Kaetterhenry. Snyder-yes; Kaetterhenry-yes; Swan-yes; Rowe-yes; Schlafer-yes.

Open Session: Motion made by Schlafer to re-convene to open session at 10:12 a.m., 2nd by Swan. Snyder-yes; Kaetterhenry-yes; Swan-yes; Rowe-yes; Schlafer-yes.

Action: Rowe will call the two candidates recommended by the Board and share the recommendations with Mayor Pratt. Rowe will also call the third candidate to express our appreciation of interest in the position.

Board member resignation: Motion made by Kaetterhenry to accept Sheila Pressler's resignation from the Board and thank her for her years of service, 2nd by Swan. **Motion carried.**

March, 2023 Circulation Statistics:

March, 2023: EC borrowed from AL=3,736 items (\$4.40/item = \$16,438.40)

AL borrowed from EC=1,364 items (\$10.88/item = \$14,840.32). (+\$1,598.08)

Items for next agenda: Patron Behavior Policy, Computer and Internet Policy, new board member introduction, update on CD rate and new building fund account in Librarian's Report.

Next board meeting: The next regular monthly meeting will be on Wednesday May 24, 2023 at 9:00 a.m. in person in the city council chambers.

Adjourn: Snyder motioned to adjourn, 10:15 a.m., 2nd by Schlafer. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Arin Wilken