

## **ALTOONA LIBRARY BOARD MINUTES**

*Wednesday, May 24, 2023 9:00 a.m.*

**Roll Call:** Meeting called to order at 9:00 a.m. All Board members were in attendance: Liz Snyder, Liz Kaetterhenry, Deb Swan, Sue Rowe, Laurie Boettcher, Stella Pagonis and Melinda Smith. Also present was Library Director Arin Wilken.

**Approval of Minutes:** Motion made by Swan, seconded by Kaetterhenry, to approve the minutes of the April 19, 2023 Board meeting. **Motion carried.**

**Public Comments:** Wilken shared a number of positive comments (verbal) received from members of the public about Library services.

**Introduction of New Board Members:** Newly-elected Board members Laurie Boettcher and Stella Pagonis were introduced and a roundtable discussion ensued in which each Board member and Director Wilken gave brief comments about their individual backgrounds and service on the Board.

**Library Board President's Report:** Rowe reported that she and Pagonis volunteered at the Altoona River Fest, promoting the Library to members of the public, including persons from outside the immediate area. All visitors were encouraged to visit the Library.

**Approval of April, 2023 expenses and Financials:** Wilken stated that the Bank will send full financial statements, including Money Market and CD balances, starting next month. Wilken provided answers to questions that were raised about specific line items in the Financial Report. Motion was made by Kaetterhenry, seconded by Swan, to approve April expenses and financials. **Motion carried.**

**Librarian's Report for April, 2023:** Wilken provided additional details on the activities noted in the written Librarian's Report. There was discussion of the two gardening programs that were offered/no attendance and Wilken summarized advertising venues and procedures, noting that the goal is to advertise at least three weeks in advance of any program. Laurie Boettcher indicated that in her role as Digital Marketing Instructor she may be able to facilitate CVTC student video projects to assist in promoting Library programs (next Spring). Wilken reported that a limited number State Park Day Passes, purchased by the Library, are being made available to patrons. Pagonis suggested investigating the possibility of adding County park passes. Wilken to investigate.

**Placing Caps on Print, Copy and Fax Charges:** Wilken recommended placing a cap of \$5.00 on charges for print, copy and fax services. Pagonis asked Wilken to provide written background information to the Board, including actual cost information, to serve as a basis for establishing a cap amount. Motion was made to cap charge at \$5.00 on an interim basis and to postpone

finalization of cap amount until written background information is provided to the Board. Wilken to provide information at next Board meeting. Motion made by Rowe, seconded by Kaetterhenry. **Motion Carried.**

**Policy Review and Potential Vote on Approval:** Wilken is revising the Patron Behavior Policy and recommended postponing review of Patron and Computer policies until the next Board meeting (June).  
Motion made by Liz S., seconded by Liz K. **Motion Carried.**

**Next Meeting:** After a review of individual calendars. It was agreed to schedule the next Board meeting for June 14, 2023 at 9:00 a.m. with the understanding that the May Financial Report may not be ready in time for review at the meeting.

**Closed Session:** Following a motion made by Liz S., seconded by Swan, the Board approved going into Closed Session to discuss problem patrons (specific people). Following discussion of specific problem patrons and the Library's role and process in addressing problem patrons, a motion was made by Liz K. and seconded by Swan to go out of Closed Session at 10:00 a.m.  
**Motion Carried.**

**Items to be Added to next Agenda (June):** Agreement to have Election of Officers moved to next month, along with review of policies and cap finalization.

**Adjournment:** having reached the end of the Agenda, the meeting adjourned at 10:10 a.m.

**Respectfully transcribed and submitted by Melinda Smith and Arin Wilken**