

ALTOONA LIBRARY BOARD MINUTES

Wednesday, June 14, 2023 9:00 a.m.

ROLL CALL: Meeting was called to order by President Susan Rowe at 9:02 a.m.

Members Present: All Board members were in attendance: Laurie Boettcher, Liz Kaetterhenry, Stella Pagonis, Sue Rowe, Melinda Smith, Liz Snyder and Deb Swan.

Also Present: Library Director Arin Wilken.

APPROVAL OF MINUTES: Motion made by Snyder, seconded by Swan to approve the minutes of the May 24, 2023 Board meeting. All present voted to approve minutes. **Motion carried.**

ELECTION OF LIBRARY BOARD OF TRUSTEES OFFICERS: President Rowe opened the floor for nominations of Officers:

President: Motion made by Snyder, seconded by Swan to re-elect Rowe as President. Motion to close the nominations and re-elect Rowe as President made by Snyder and seconded by Swan.

Motion carried.

Vice President: Motion was made by Swan, seconded by Kaetterhenry to elect Snyder as Vice President. Motion to close the nominations and elect Snyder as Vice President was made by Swan and seconded by Kaetterhenry **Motion carried.**

Secretary: Motion was made by Swan, seconded by Kaetterhenry, to elect Boettcher as Secretary. Motion to close nominations and elect Boettcher as Secretary was made by Swan, seconded by Kaetterhenry. **Motion carried.**

PUBLIC COMMENTS: Wilken reported positive public feedback on programming and noted that attendance numbers do not seem to correlate with feedback; attendance is lower than anticipated in adult classes.

Boettcher commented that in reviewing social media, references to Altoona Library adult programming were absent; Wilken to follow-up on social media postings which should be part of all marketing of programs.

Smith reported on the positive feedback she received about the Library from the Coordinator of Chippewa Valley Learning In Retirement Program (CVLR); feedback emphasized “small and friendly venue” and noted that the CVLR Coordinator was very appreciative of being able to speak directly to Director Wilken about her recently-published books. Smith gave a brief overview of CVLR adult education services and membership (about 800 members) and suggested that Wilken might want to follow-up with the CVLR Coordinator about benefits of possible co-sponsoring of programs; currently, CVLR and LE Phillips Library co-sponsor programs at the Eau Claire Library. Wilken to pursue contacting CVLR Coordinator on this matter.

LIBRARY BOARD PRESIDENT’S REPORT: Review of Library Director’s Contract is slated for July Board meeting. Rowe distributed copies of evaluation form and the “priorities” section from last evaluation. Wilken to submit a self-evaluation using the form. Board members were asked to do a “high level” evaluation, noting perceived strengths and weaknesses. Rowe explained

that there is no need for Board members to comment on each and every bullet point on the form. Board members should also make recommendations on goals. Evaluations to be e-mailed to Rowe by end of first week in July (July 7).

APPROVAL OF MAY, 2023 EXPENSES AND FINANCIALS: Wilken answered questions from Board members regarding May Financial Report. Pagonis asked whether bills had been paid and financials are approved after-the-fact (“yes”); Wilken to provide new Board members with a copy of the 2023 Budget. Kaetterhenry asked about Library Ops.-Reference line item being at 177.48% of Budget; Wilken indicated that while the percent is high, the expenditure is not very high in terms of actual dollars and that the reduction in periodical expenditures is likely to offset the reference expenditure. Motion made by Snyder, seconded by Kaetterhenry, to approve the May Expenses and Financials. **Motion carried.**

LIBRARIAN’S REPORT FOR MAY, 2023: Wilken highlighted some of the items in the written report:

Over 500 kids have signed up for Summer Reading Program.

In terms of offering day passes to County parks, Wilken indicated that he was directed by the DNR to contact Eau Claire County and Pagonis gave Wilken the name of the person to contact. There has been some confusion about use of State passes by patrons; each pass is only good for a day which must be specified.

Wilken will be gone from June 15-27, a combination of vacation days and attendance at American Library Association Annual Conference.

There was discussion of the need for additional volunteers for Peach Fest; Swan and Rowe offered to help at the event. There was also discussion of the potential staffing help that could be provided by Friends of the Library. Wilken to follow-up and contact Mike Hilger who has expressed interest in helping to activate the Friends Group.

In response to requests from Board members, Wilken will prepare and distribute an updated listing of Board members and contact information.

PLACING CAPS ON PRINT, COPY AND FAX CHARGES: After discussion of print/copy/fax costs and usage, a motion was made to Swan, seconded by Kaetterhenry, to implement the following caps:

Black & White copies: A cap of \$.00 for up to 100 pages;

Color copies: A cap of \$5.00 for up to 50 pages;

After number limit is reached, charges for copying will revert to original copying and printing costs (see handout);

Fax: flat fee of \$2.00 for faxing

Motion carried.

POLICY REVIEW: Wilken asked for approval of three policies (Behavior, Computer/Internet and Service Animal) stating that the proposed policies will be “fine-tuned” in terms of legal/statutory references, but are otherwise in final format. The Restroom Inclusion Policy listed on the Agenda was not included in the Board packet for review and approval.

Patron Behavior Policy Motion to approve policy was made by Boettcher, seconded by Kaetterhenry,. **Motion carried.**

Computer and Internet Policy. There was Board agreement that this policy would apply to anyone accessing the Internet in the Library, whether using Library equipment or personal equipment. Motion to approve Computer and Internet Policy was made by Swan and seconded by Smith. **Motion carried.**

Service Animal Policy. Recent incident involving a dog in the Library was reviewed and there was discussion of the distinction between Service Animals (duty to accommodate) and Emotional Support Animals (no duty to accommodate.) Motion to approve Service Animal Policy made by Pagonis and seconded by Snyder. **Motion carried.**

There was discussion of a recent phone call received from the Library about Restroom policy. There was agreement that the restroom is City, not exclusively Library, space. Wilken to research City policy and report back to the Board.

Wilken stated that he may be bringing other policies to the Board for review. Smith commented that with the approval of the Patron Behavior and Computer/Internet policies, “core” DPI policies have now been finalized. Smith asked whether we could move ahead and get the finalized policies on the website; Wilken to work with staff member to implement.

ITEMS TO BE ADDED TO THE NEXT AGENDA:

Director Review, Report on ALA Conference, Copy of City Restroom Policy, Update on Eau Claire negotiations, updated list of Board members and contact information.

NEXT MEETING: July 19, 2023 at 9:00 a.m. in City Council Chambers. Swan is excused from the meeting.

Boettcher asked Wilken how the Board could provide assistance at this time. Wilken mentioned shelving of books and public event participation. Boettcher noted that Friends of the Library groups traditionally provide assistance in these areas. There was discussion of the long-term inactivity of the Friends of the Library group in Altoona, including the absence of a membership/ mailing list and contact information.

ADJOURNMENT: Having reached the end of the Agenda, the meeting was adjourned at 10:20 a.m.

Respectfully transcribed and submitted by Melinda Smith and Arin Wilken.

