

# Altoona Library Board Meeting Minutes



**Wednesday, July 19, 2023**

9:00 am in the City Council Chambers

Altoona City Hall, 1303 Lynn Avenue, Altoona, WI 54720

Term Board Members: Laurie Boettcher, Liz Kaetterhenry, Stella Pagonis, Sue Roe, Melinda Smith, Liz Snyder, and Deb Swan.

Library Director: Arin Wilken

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## ROLL CALL

Meeting was called to order by President Sue Rowe at 9:03 am

Members present: Laurie Boettcher, Liz Kaetterhenry, Stella Pagonis, Sue Roe, Melinda Smith, and Liz Snyder.

Members absent: Deb Swan, previously excused

Also Present: Library Director Arin Wilken and one community member

## APPROVAL OF MINUTES

- One error in the June 2023 minutes; the black and white copies are listed as \$0, which should be \$5. Error acknowledged.
- Motion made to approve minutes of the June 2023 board meeting by Laurie and seconded by Liz S.
- All present voted to approve minutes. **Motion carried.**

## PUBLIC COMMENTS

- Patrons are LOVING the summer reading program and it shows in record numbers
- Over 800 for teens and children, under 18
- More than doubled the adult programs - 35 to 80
- Had to cancel Trivia Night for tomorrow night due to low attendance; rescheduling in the future

## LIBRARY BOARD PRESIDENT'S REPORT

- Compiled all comments from library director evaluation notes and will discuss in closed session later this meeting
- Melinda is spearheading gift cards for the two most recently resigned board members

## APPROVAL OF JUNE 2023 EXPENSES AND FINANCIALS

- Postpone to a date certain since we do not have them at this time - August
- Arin submitting ALA expenses; did exceed some meal amounts because Chicago is a higher-expense city; Sue asked to submit and we'll approve the overage at the next meeting

## LIBRARY DIRECTOR'S REPORT

- Peach Fest brought in \$1,800; they requested it be put into programming

- Arin applied for and received a \$6,000 grant from AT&T; must put on a program that reaches at least 36 people; supports DEI; hiring professionals to teach the program; Sue asked if we can continue to use any technology we purchase with the grant; Arin responded yes and plans to purchase Kindle Fires; Stella asked for clarification on what the \$6,000 will be used for facility, trainer, marketing, promotion, and Kindles; Laurie recommended Altoona resident Mitch Barroni, CVTC's DEI Director, as the speaker resident
- August is trustee education month; Arin emailed links and information for trainings; need to focus on long-range planning; Liz holds the last plan, which is really old, and is in paper format only, which she gave to Arin during the meeting
- Arin mentioned maintenance issues and the need for additional space; he communicates with the city; Liz S acknowledged that the library space has not kept up with Altoona's growth; Sue, who is also on the City Board, talked about potential off-site storage; looking at expanding current building in the 5-10 year range
- Arin secured 2,000 free pair of eclipse glasses for this year
- Melinda questioned the final version mentioned in #6 of the Library Director's report; Arin is compiling all the policies for the board in one handout
- Arin connected with Mike Hilger about reenacting the Friends
- Stella gave Arin 10 county park passes for patrons
- Melinda questioned some numbers in the patron attendance report; Arin shared that not all adult clubs do not meet in the summer

#### **ALA CONFERENCE REVIEW**

- Conference reviewed. Arin had a wonderful time and found it very valuable. Speakers included ALA President and Judy Blume. Arin is especially interested in digital literacy.

#### **EAU CLAIRE MUNICIPAL SERVICES LIBRARY AGREEMENT UPDATE**

- Update given. Still in talks. Arin asked to be included. Looking for state averages of circ costs. Continue monthly updates.

#### **CONTINUED DISCUSSION OF COPY/FAX CHARGES**

- Discussion held. Unable to reprogram machines with caps. The result of the discussion was keeping charges the same for the copier with a small card indicating if finances are an issue to see desk staff. The staff has leeway to refund. Fax maxed at \$2.00.

#### **DISCUSSION AND POSSIBLE VOTE ON STATEMENT REGARDING RESTROOM USE**

- Discussed the handout Arin provided, which is talking points for educating and empowering staff who are confronted. Restrooms are public and the responsibility of the city, not the library

#### **ITEMS TO BE ADDED TO THE NEXT AGENDA**

- Policy Regarding Service Animals; Melinda reminded we approved at the previous meetings; Sue stated we'll vote on the revised policy once it comes back from legal next month
- Update on the financials

- Update on the library negotiations with Eau Claire
- Updates of Friends and volunteers
- Summary of Summer Reading Program
- Update on problem patrons in closed session

#### **SCHEDULE DATE, TIME, AND LOCATION FOR NEXT MEETING**

- Wednesday, August 16 at 9:00 am
- Liz K possibly excused for attending ASD in-service

#### **CONVENE IN CLOSED SESSION PURSUANT TO WIS. STATS 19.85 {L}(C) - CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY**

- Motions made and roll call taken before entering closed session.
- **Mid-year performance evaluation of Library Director**
  - Board reviewed Library Director Arin Wilken's mid-year evaluation. Board President Sue Rowe will meet with Arin to review the evaluation results
- **Reconvene in open session.**
  - Motions made before exiting closed session.

#### **ADJOURNMENT**

Having reached the end of the Agenda, the meeting was adjourned at 11:33 am

**Minutes respectfully transcribed and submitted by Laurie Boettcher and Arin Wilken.**