

# Altoona Library Board Meeting Minutes



**Wednesday, August 16, 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 9:05 am.

Members present: Laurie Boettcher, Melinda Smith, Deb Swan, Sue Rowe, and Stella Pagonis.

Members absent: Liz Snyder, Liz Kaetterhenry

Also Present: Library Director Arin Wilken

## **APPROVAL OF MINUTES**

Correction to July 2023 minutes: Liz S. motioned to move into Closed Session and Melinda seconded it at 10:18 am. Left closed session at 11:32 am motioned again by Liz S. and seconded by Liz K.

Motion made to approve minutes of the July 19, 2023 board meeting by Stella. Seconded by Melinda.

All present voted to approve minutes. Motion carried.

## **PUBLIC COMMENTS/CONCERNS**

- Wonderful comments about the summer reading program as per the comments of kids and parents.

## **LIBRARY BOARD PRESIDENT'S REPORT**

- Handout of Library Director's review from July 2023 to members. Sue met with Arin to review board feedback.
- Thank you note received from former board member, Brenda, for the gift card we sent.

## **APPROVAL OF JUNE AND JULY 2023 EXPENSES AND FINANCIALS**

- We have June, but we don't have July. July expenses and financials postponed to September meeting.
- Budgeting clarification questions by members.
- Large purchase of books, movies, and games. Budget on track.
- Arin is starting the 2024 budget; Stella offered mentorship assistance.
- Motion to approve June 2023 Expenses and Financials by Deb. Seconded by Melinda. Motion carried.

## **LIBRARY DIRECTOR'S REPORT FOR AUGUST 2023**

- Progress with reassembling Friends. Very exciting.
- Generous donation from the estate of Wilmer and Barbara Pautz; we're very grateful.

- Set a record for kids and adult summer reading program.
- River Prairie music, only participating on Wednesdays because of short staff.
- Staff will be at the Back to School event.
- Arin will have a booth at the school on the first day.
- Graphic Novel collection started in July and has impressive circulation already.
- Friends of the Library covered nearly \$2,000 of the Children’s Summer Reading Program expenses.
- Increasing inclusive library collection.

**POLICY DISCUSSION/REVIEW/VOTE**

- Discussed policies and communication with the City, specifically service animals, which is being reviewed by attorney.
- Discussed appropriate behavior policy. Unnamed problem patron who makes female staff feel uncomfortable and unsafe on weekly basis. Arin had discussions with law enforcement and City attorney.
- Additional policies to the core DPI policies. Summary of each of the Policy on Access to the Library, Public Programming Policy, Social Media Policy, and Policy on Staff Support to Patrons.
- Board members provided feedback and will be reviewing the Library packet of policies and the consistency with the City’s packet of policies at the next meeting.
- Postpone vote until September 2023 meeting after reviewing packets.

**EAU CLAIRE MUNICIPAL SERVICES LIBRARY AGREEMENT UPDATE**

- Update provided. Statistical breakdown of cost per circulation was submitted.
- Arin is still requesting to be part of the meetings.

**CONTINUED DISCUSSION OF COPY/FAX CHARGES**

- Handout provided. Board requested approval/revision dates on policies.
- Add note Board crafted last meeting.

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

- July 2023 Expenses and Financials.
- Feedback from board members regarding Library Policy packet.
- Service Animal policy update.
- 2024 budget; Stella and Arin meeting to prepare.
- Update on Library Services Agreement.

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

- Tuesday, September 19 at 9:00 am

**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**

- We did not convene in closed session.

**ADJOURNMENT**

Having reached the end of the Agenda, the meeting was adjourned at 10:16 am.

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