

# Altoona Library Board Meeting Minutes

**Tuesday, September 19, 2023**

9:00 am in Altoona Public Library, Director's Office

**Roll Call:** The meeting was called to order at 9:00 a.m. by Board President Sue Rowe. Board members present: Liz Kaetterhenry, Stella Pagonis, Sue Rowe, Melinda Smith, Liz Snyder and Deb Swan. Laurie Boettcher was excused. Also present was Library Director Arin Wilken.

**Approval of Minutes:** Motion made by Swan, Seconded by Smith. All present voted to approve the minutes of August 16, 2023. **Motion carried.**

## **Public Comments/Concerns:**

- Wilken reported positive feedback on Library services and programming.
- Pagonis expressed concern about potential safety and liability issues with regard to evening staffing when only one staff person is on duty. Pagonis endorsed the idea of enhanced evening staffing as part of the 2024 Budget proposal which has not yet been submitted to the Board. Wilken distinguished between FTE/staffing and scheduling. Current FTE count allows for 2-person staffing on evening shifts; Wilken stated that sometimes, due to vacations, or illness, for example, there are not two people on duty. Kaetterhenry stated that any proposal regarding staffing increases should be accompanied by a costing of the proposal. Snyder commented that in the past, there has been an expectation that the three full-time staff should assist in coverage of staffing shortages.

**Library Board President's Report:** Rowe reported that a bid for replacement of the Library's roof/skylight was approved at the City Council Meeting. This expenditure will be taken from the City's Capital Budget at City (not Library) expense.

## **Approval of July Expenses and Financials:**

- Wilken commented on and offered clarification on certain expense items
- Kaetterhenry suggested that funds from estate distributions be labeled, such as, "Building Fund", to clarify that the funds are for designated use only.
- In response to a question from Kaetterhenry, Wilken to clarify roll-over dates on CD's and CD rates.
- Wilken distributed certain portions of the August Expenses and Financials which had become available after the Agenda was distributed. Wilken noted a high volume/cost book order and stated that a review of Cengage billing discrepancies was underway.
- Swan made a motion to approve July 2023 Expenses and Financials and postpone approval of the August Expenses and Financials, seconded by Snyder. All present voted to approve July Expenses and Financials were approved by all present. **Motion carried.**

## **Librarian's Report:**

Wilken highlighted certain aspects of his written Librarian's Report:

- Efforts to establish a Diverse and Inclusive Reading Collection were noted
- Workshops on digital equity and inclusion begin October 20

**2024 Holiday Calendar:** The proposed calendar, not included in the Board packet, is postponed until the next regular meeting of the Board.

**Policy Discussion /Review/Vote:** Rowe stated that she and Smith had discussed some minor changes that would likely add clarity to proposed policies. Rowe suggested the following changes:

- Objectives Section of Introduction to Policies: “The Board abides by all local, state, and Federal laws and regulations as well as the Library Bill of Rights.” (To be added to the bottom of page).
- Add the word “Patron “ to the title of Policies to distinguish these policies from City of Altoona Personnel Policies which cover all Library employees. Thus, the titles should be changed to read, “Appropriate Patron Behavior Policy”, “Patron Social Media Policy”, “ Patron Computer and Internet Use Policy”, “Policy on Staff Support to Patrons” (no change).
- Rowe made a motion to approve the above-listed changes, seconded by Swan and approved by all present. **Motion carried.**

Two policies under review, the Public Programming Policy and Policy on Access to Library, were not finalized. Rowe recommended that consideration be given to making the following changes to these policies::

- In terms of “Public Programming Policy”, recommend ending the policy at the bottom of Page One. This change would eliminate the inaccurate reference on Page Two to having a Library policy on “Meeting Rooms and Study Rooms” (the library does not have study rooms and the City is responsible for scheduling the Community Room.) In addition, ending the Policy on Page One would eliminate lengthy references to the Library Bill of Rights, which is a duplication of what is in the Appendix.
- In terms of Policy on Access to the Library”, Rowe recommends adding “Patron” to the title. Also, the reference to a standard of “10 feet” (Page 2) is unclear standard. Reference to employee solicitation should be removed from the Patron Policy (employee policies are covered by City Personnel Policies.)

There was a discussion that once changes are made, the approved policies should be reissued with an Approval date of September 19, 2023. The APL Website and Policy Manual sat the front desk should be updated to reflect these changes. The Board would like to see a finalized version when completed.

**Municipal Library Services Agreement Update:** Wilken reported that the Agreement remains unfinalized.

#### **2024 Budget Discussion:**

- **Add P/T Evening Clerk (proposal):** Wilken and Pagonis defined the Proposal as an additional 15-hour Clerk position to enhance evening staffing coverage. Costing is to be provided in the Budget Proposal for review and consideration by Board.
- **Position description/title change for one-page position (proposal):** Wilken stated that this position would provide 10 hours of staffing coverage per week divided between serving as a Page and serving as an Office Assistant to Wilken. The total increase of 25 hours per week for Evening Clerk and Page positions. Costing is to be provided in the Budget Proposal. Position Description and title change not provided.
- **Additional Wage Increases:** Wilken indicated that additional wage increases will be incorporated into the Budget Proposal. Rowe commented on the 2022 City review of Wages/Positions, noting that the Survey resulted in a number of Library wage increases for 2023. Merit is built into the wage scale.
- Pagonis raised a question with regard to redefining/changing certain expense items which was discussed.
- **Special Budget Meeting:** Board members agreed to schedule a Special Budget Meeting for October 13, 2023 at 9 a.m. Wilken to check with Boettcher on her availability and there was a general agreement to adjust the meeting time, if necessary.

#### **Items to Be Added To Next Agenda:**

- August Expenses and Financials

- Holiday Schedule
- Municipal Agreement
- Policies

**Next Meeting:**

The October meeting of the Board is October 25, 2023, at 9 a.m. In the City Council Chambers. The City review of the Budget is October 26, 2023.

**Decision to Not Convene in Closed Session:**

Wage, title, and position changes are to be incorporated into the Budget Proposal for review and consideration by Board.

**Adjournment:**

Having reached the end of the Agenda, the meeting was adjourned at 10:03 a.m.

**Minutes were respectfully transcribed and submitted by Melinda Smith and Arin Wilken.**