

Altoona Library Board Meeting Minutes

Wednesday, October 25, 2023

9:00 a.m. in City Council Chambers, Altoona City Hall.

Roll Call: The meeting was called to order at 9:02 a.m. by Board Vice President Liz Snyder. Board members present: Liz Kaetterhenry, Stella Pagonis, Deb Swan, and Melinda Smith. Sue Rowe and Laurie Boettcher were excused. Also present was Library Director Arin Wilken.

Approval of Minutes: Typographical errors in a sentence on Page Two of the minutes of September 19, 2023 were corrected to read, “The APL Website and Policy Manual at the front desk should be updated to reflect these changes”. A Motion was made by Deb Swan, seconded by Liz Kaetterhenry, to approve the Minutes as corrected. **Motion carried** by unanimous voice vote.

Public Comments/Concerns:

- Wilken reported positive comments received from the public regarding Library staff and display/press coverage on banned books.
- Wilken noted that pop-up sales in the Library continue to generate revenue. In response to a question raised by Liz Snyder, Wilken stated that revenues received from in-house book and media sales are deposited into the Friends of the Library account.

Library Board President’s Report: No report was given.

Approval of August and September 2023 Expenses and Financials:

- Following a discussion of **August 2023** expenses and financials, a Motion to approve the August Financial Report was made by Swan, seconded by Pagonis. **Motion carried** by unanimous voice vote.
- Wilken addressed questions raised with regard to **September 2023** expenses and financials report. An increase in book purchases Y-T-D, as compared to last year, was noted. A Motion was made by Pagonis, seconded by Snyder, to approve the September Financial Report. The **Motion carried** by unanimous voice vote.
- There was a general discussion of investment decisions as well as the current status and duration of certain accounts, as well as a discussion of varying consequences of early withdrawal of funds from accounts. Questions remain as to the feasibility of further specification in terms of designating certain funds for limited/specific purposes.

Librarian’s Report:

- Wilken highlighted certain aspects of his written Librarian’s Report, including meeting dates for Budget approval. October 26, 2023 meeting is City Budget Committee; November 30, 2023, is the City Council meeting for Budget approval.

- Pagonis reviewed the Budget request, summarizing changes from this year's Budget. There was a general discussion of the potential impact of any changes in the Municipal Agreement with the Eau Claire Library, which has not been finalized.

2024 Holiday Calendar:

- Wilken stated that the 2024 Holiday Calendar will continue to mirror the City's calendar (Juneteenth and Indigenous People's Day are not being proposed as additional Library holidays.)
- The Library will be closing for one-half day on the Martin Luther King Holiday for an in-service on Active Shooter Response. Planning is underway for a second, half-day, in-service in the Fall of 2024.

Edits of Library Policy Handbook:

- Per Wilken, edits of the Library Policy Handbook, as requested at the September 2023 Board meeting, are underway.
- Wilken stated that Library staff are also exploring options for finding ways to get equipment, particularly hotspots, returned to the Library. Currently, about 50% of the Library's hotspots are overdue. Wilken has made initial contact with a type of collection agency as part of investigating strategies to get items promptly returned to the Library. Wilken is seeking new strategies to assist in the timely return of high-value and high-demand items in particular. Kaetterhenry suggested that before pursuing a collection agency strategy, Wilken consider obtaining more information on how other libraries are addressing the issue of missing items.

Eau Claire Municipal Services Library Agreement :

Wilken reported that the Agreement has not been finalized.

Next Agenda:

- Budget update
- Handbook revisions
- Hotspot/equipment return procedure
- Performance Review/Procedure

Next Meeting:

Wednesday, November 15, 2023 at 4 p.m.

Adjournment:

Having reached the end of the Agenda, Swan made a Motion to adjourn the Meeting, seconded by Snyder, and the meeting was adjourned at 10:16 a.m.

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