

# Altoona Library Board Meeting Minutes

**Wednesday, November 15, 2023**

4:00 pm in the City Council Chambers

Altoona Public Library Director's Office, 1303 Lynn Avenue, Altoona, WI 54720

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

Library Director: Arin Wilken

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## **ROLL CALL**

Meeting was called to order by

Members present: Laurie Boettcher, Liz Kaetterhenry, Stella Pagonis, Sue Roe, Liz Snyder, and Deb Swan.

Members absent: Melinda Smith passed away

Also Present: Library Director Arin Wilken

## **APPROVAL OF MINUTES**

No corrections.

Motion made to approve minutes of the October 2023 board meeting by Deb Swan. Seconded by Liz Snyder.

All present voted to approve minutes. Motion carried.

## **PUBLIC COMMENTS/CONCERNS**

- Thank you card received from a family.

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

- Sue passed out the Library Director Evaluation form to be shared with staff and shared the thought process. Board members have been asked to review and provide feedback.
- Melinda passed away. The board honors her time with us and will miss her greatly. After the holidays, we will fill her seat on the board.

## **APPROVAL OF SEPTEMBER 2023 EXPENSES AND FINANCIALS**

- September were approved last month.
- October is not ready. We will review in December.
- Discussion regarding the recording of fee money in the budget line items.

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

- Stella and Arin presented the budget and it went very well. Waiting for approval.
- Arin secured FREE book spinners from another library in Wisconsin. This was a \$1,500 savings. Arin may go get more.
- Arin received a scholarship for PLA Conference in Ohio.

## **2024 BUDGET STATUS UPDATE AND DISCUSSION**

### **A. Eau Claire Municipal Services Library Agreement Update**

- Council meeting is on November 29 to approve the budget.
- Averaging the cost of Eau Claire and Altoona's cost per circulation as the agreement cost.
- The next step is the agreement gets approved by both library boards and then by both city councils.
- We are waiting for the document agreement, which will be presented in January 2024.

## **2024 HOLIDAY CALENDAR**

- Motion made to approve holiday calendar presented by Arin by Liz Ketterhenry. Seconded by Deb Swan.
- All present voted to approve. Motion carried.

## **REVIEW OF REQUESTED EDITS TO ALTOONA PUBLIC LIBRARY POLICY HANDBOOK, AS DIRECTED AT OCTOBER 2023 BOARD MEETING**

- Sue is reviewing the packet.
- Carry to December

## **EMPLOYEE PERFORMANCE EVALUATIONS**

### **A. Staff (Arin Wilkin)**

- Sent out self-evaluations due on November 29
- Arin and Martha will be conducting evaluations afterward.

### **B. Director (Sue Roe)**

- Carry to December

## **WI-FI SERVICE PAST REGULAR LIBRARY HOURS**

- IFLS controls our wifi and turns off after hours.
- Board motioned to approve wifi on 24/7.
- Motion made to approve wifi on 24/7 by Stella Pagonis. Seconded by Deb Swan.
- All present voted to approve. Motion carried.

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

- Collections
- Establish a capital fund account and discuss specifics.
- Review Library Handbook revisions

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

- Wednesday, December 13 at 4:00

## **ADJOURNMENT**

Having reached the end of the Agenda, the meeting was adjourned at.

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