

Altoona Library Board Meeting Minutes

Wednesday, December 13, 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



1. CALL MEETING TO ORDER

- Meeting was called to order by Sue Rowe at 4:05 pm.

2. ROLL CALL

- Members present: Laurie Boettcher, Liz Kaetterhenry, Stella Pagonis, Sue Roe, Liz Snyder, and Deb Swan.
Members absent: None
- Also Present: Library Director Arin Wilken

3. APPROVAL OF MINUTES

- No corrections.
- Motion made to approve minutes of the November 2023 board meeting by Liz S. Seconded by Deb S.
- All present voted to approve minutes. Motion carried.

4. PUBLIC COMMENTS/CONCERNS

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5. LIBRARY BOARD PRESIDENT'S REPORT

- Timing of renovations to complement City renovations and relocations.
- Send Sue Library Director Evaluation form for staff ASAP.
- Each board member will be sent a Library Director Evaluation form before January meeting. Will discuss in closed session at January meeting.

6. APPROVAL OF OCTOBER 2023 EXPENSES AND FINANCIALS

- Discussed the CD coming due in December; roll it into cash, deposit into checking, and determine investment in March
- Motion made to approve of the October 2023 financials by Liz K. Seconded by Liz S.
- All present voted to approve minutes. Motion carried.

7. LIBRARY DIRECTOR'S REPORT FOR NOVEMBER 2023

- Staff evaluations next week.
- Stanley Correctional Facility took a lot of our books not sold at the book sale.

- Arin nominated for an award.
- Library received thank you card and holiday cards.
- Holiday party will take place after the holidays.
- Circ numbers are strong.

8. 2024 BUDGET STATUS UPDATE AND DISCUSSION

A. Eau Claire Municipal Services Library Agreement Update

- Stella provided an update. She is working with the multiple attorneys involved in drafting the policy and a formula with details.

B. Line-item adjustments

- Discussed. Amounts under \$5,000 will to be reviewed with monthly financials. Over \$5,000 requires board approval.

9. ADJUSTED HOLIDAY PAY FOR P/T EMPLOYEES

- Board requested proposal with specifics to review and determine where to take the money from.

10. RECOVERY OF UNRETURNED HIGH-VALUE ITEMS

- Discussed an acceptable loss versus high-value items in collection.
- Significant issue with hotspots. Calculate value at \$140. When hotspot is three days overdue, wifi is turned off, but individuals are not returning the devices. Numerous reminders are sent. Library still pays for the wifi regardless of whether the devices are active or not.
- Discussed potential collection agency. Board requested to review contract for consideration.

11. SET UP CAPITAL FUND

- Discussed accounts and purposes as well as the restricted building fund
- Tina was available for questions, but all were addressed in the meeting
- Stella proposed discussing a fund balance policy/contingency at a future meeting

12. REVIEW OF PROPOSED LIBRARY DIRECTOR EVALUATION FORM

- Give Sue feedback on the staff form and complete the form she sends by beginning of January

13. REVIEW OF LIBRARY BOARD MEMBER APPLICATION FORM

- Use the same form as it has worked well; no changes necessary at this time
- Post on the website after the first of the year

14. DISCUSS BOARD MEETING SCHEDULE MOVING FORWARD

- Starting in January, we go back to 9:00 am meetings

15. ITEMS TO BE ADDED TO THE NEXT AGENDA

- Holiday pay proposal
- Collection agency, Unique Management System, contract review
- Fund balance/contingency account policy

- Library Director evaluation
- Discuss new board member applicants
- Update on intramunicipal agreement

16. SCHEDULE DATE, TIME, AND LOCATION FOR NEXT MEETING

- Wednesday, January 24 at 9:00 am

17. ADJOURNMENT

Having reached the end of the Agenda, the meeting was adjourned at 4:57 pm.

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