

Altoona Library Board Meeting Minutes

Wednesday, January 24, 2024

9:00 am 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 9:02 am.

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 DECEMBER 2023 MINUTES

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

4. PUBLIC COMMENTS/CONCERNS

- Three pages of comments from Mom's group. Lots of praise for Altoona PL.
- Discussion about new Eau Claire Library and using feedback in any future planning we may have for our library.
- Positive verbal comments from patrons.

5. LIBRARY BOARD PRESIDENT'S REPORT

- Laurie send Sue staff evaluation form for library director.
- All board members submit evaluation forms to Sue asap.

6. APPROVAL OF NOVEMBER 2023 FINANCIAL REPORTS AND EXPENDITURES (DECEMBER 2023, IF AVAILABLE)

- Lot of materials purchased to use up budget. Nothing out of the ordinary.
- Discussion about a few line items, including a CD status.
- Add CD review dates to Arin and Tina's calendars.
- Discussion about a treasurer for our library board to follow suit with some other libraries.
- Motion made to approve November 2023 financial reports and expenditures by Liz S. Seconded by Deb S.

- All present voted to approve. Motion carried.

7. LIBRARIAN'S REPORT

- Arin received a grant to attend Data Classroom and he's actively participating.
- Posted the page position, received applications.
- Posted the board member position, received one application so far.
- Replacing the new scanning machines free of charge because of continuous issues.
- In-service went great.
- Impressive program numbers for 2023. Will look at comparisons from previous years at next meeting.
- Increased adult programming is receiving good attendance and praise.
- Working with IFLS to gather numbers.
- Applying for PLA in Ohio.

8. 2024 BUDGET STATUS UPDATE AND DISCUSSION

A. Eau Claire Municipal Services Library Agreement Update

- Stella provided update. She's attending a meeting in the coming weeks with county treasurer, finance, and possibly corporate counsel.
- County tax levy vs city tax levy discussions.
- Discussed contingency plan.

B. Line-item adjustments

- Broke out audio books from books; moved line items because of increased need for audio books on CD.

9. APPLICATIONS FOR APPOINTMENT TO LIBRARY BOARD OF TRUSTEES

- One application so far.
- Posted in numerous places.
- Will review applicants next month.

10. ITEMS TO BE ADDED TO THE NEXT AGENDA

- Treasurer position on board and duties.
- March and July agendas to review CD decisions.
- Program numbers compared to previous years in librarian's report.
- Review process of library director evaluation.
- Review board trustee member position.
- Memorial for Melinda.
- Collection agency exploration follow-up.

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

- Wednesday, February 28 at 9:00 am.

12. ADJOURNMENT

Having reached the end of the agenda, the meeting was adjourned at 9:54 am.

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