

Altoona Library Board Meeting Minutes

Wednesday, March 20, 2024

9:00 am in the City Council Chambers

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

Term Board of Trustee Members: Laurie Boettcher (Secretary), Mike Hilger, Liz Kaetterhenry, Stella Pagonis, Sue Rowe (President), Liz Snyder, and Deb Swan.

Library Director: Arin Wilken



1. CALL MEETING TO ORDER

- Meeting was called to order by Sue Rowe at 9:05 am.

2. ROLL CALL

- Members present: Laurie Boettcher (Secretary), Mike Hilger, Liz Kaetterhenry, Stella Pagonis, Sue Rowe (President), and Deb Swan.
Members absent: Liz Snyder
- Also Present: Sam Bach-Hanson, Mike Golat, Regina Arndt, and Martha Spangler
- Regina and Martha exited the meeting at 9:25 am.

3. APPROVAL OF FEBRUARY 2024 MINUTES

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

4. PUBLIC COMMENTS/CONCERNS

- Postponed by Library Board President

5. LIBRARY BOARD PRESIDENT'S REPORT

- Over the last couple of days an issue with Library Director Arin Wilken arose. The situation has been officially handed to City Administrator, Mike Golat.

6. APPROVAL OF FEBRUARY 2024 FINANCIAL REPORTS AND EXPENDITURES (DECEMBER 2023, IF AVAILABLE)

- Not available yet.
- Motion made to rollover approval January 2024 financial reports and expenditures.
- All present voted to approve. Motion carried.

7. LIBRARIAN'S REPORT

- Regina and Martha provided a report in lieu of Arin's absence.
- Agreed to be co-interim directors for a maximum of one month.
- D&D is postponed, Arin delegated his two book clubs to staff members.
- Martha will follow up with the sled dog speaker Arin was working with.

- Laurie may be able to attend the Digital Inclusion program through United Way in Arin's absence. Will find out the schedule before committing.
- Two technology events need to be postponed as they are tied to the ALA grant. Mike will ask Arin about the grant and requirements.

8. CITY OF ALTOONA FINANCE DIRECTOR TINA NELSON (VIA ZOOM)

- Postponed by Library Board President

9. UNIQUE MANAGEMENT (COLLECTIONS)

- Postponed by Library Board President

10. FLEXIBLE FACILITIES PROGRAM OVERVIEW - CAPITAL PROJECTS FUND

- Provided by Mike Golat.
- Program grant provided through the state that encourage flexible space access to the internet, health emergencies, libraries, accessibility, etc.
- Mike had been speaking with Arin about the need based on the space needs analysis conducted previously.
- Mike feels confident he and Roy can put together a strong application.

11. ITEMS TO BE ADDED TO THE NEXT AGENDA

- February and March 2024 Financial Report and Expenditures
- Finance Director Tina Nelson
- Library of Things policy and process to proceed
- Update on the Library Director
- Update on Flexible Facilities

12. DISCUSS/CONSIDER CONVENING IN CLOSED SESSION PURSUANT TO WIS. STATS 19.85 (1)(c) - CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENT BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY.

- Motion made to convene into closed session by Stella. Seconded by Deb at 9:28 am.

13. MOTION TO RECONVENE TO OPEN SESSION FOR THE PURPOSE OF DISCUSSION AND POSSIBLE CONSIDERATION ON THE MATTER ENTERTAINED IN CLOSED SESSION.

- Motion made to exit closed session by Stella. Seconded by Laurie at 10:33 am. All present voted to approve. Motion carried.
- Motion to authorize Library Board President Sue Rowe to make decisions regarding employment status of Library Director Arin Wilkin using consultation as needed.
- Laurie so moved. Deb seconded. All present voted to approve. Motion carried.
- Motion to authorize Sue Roe and Mike Golat to be co-interim library directors with the authority to act independently.
- Laurie so moved. Stell seconded. All present voted to approve. Motion carried.

- Motion to authorize IFLS to have Arin Wilkin's Library Director email forwarded to Martha Spangler.
- Laurie so moved. Liz K seconded. All present voted to approve. Motion carried.
- Motion to pay an additional \$200 per week effective March 18, 2024 to each Regina Arndt and Martha Spangler to handle extra work load during the interim.
- Laurie so moved. Liz K seconded. All present voted to approve. Motion carried.

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

- Wednesday, April 17 at 9:00 am

15. ADJOURNMENT

Having reached the end of the agenda, the meeting was adjourned at 10:38 am.

Minutes respectfully transcribed and submitted by Laurie Boettcher.