

Altoona Library Board Meeting Minutes

Wednesday, February 28, 2024

9:00 am – City Council Chamber

1303 Lynn Avenue, Altoona WI 54720

Amended Agenda

1. Call meeting to order

Vice president Liz Snyder called the meeting to order at 9:04

2. Roll call

Members present: Deb Swan, Liz Kaetterhenry, Liz Snyder, Stella Pagonis, Susan Rowe*

Members absent: Laurie Boettcher was excused due to a work conflict.

Also present was library director Arin Wilken

3. Approval of the January 24th, 2024, Library Board meeting minutes

Motion by Liz K, seconded by Deb. The minutes were approved unanimously

4. Public Comments/Concerns

Library love stories crafts were presented.

5. Library Board President's Report

None

6. Approval of the year end 2023 Financial Report and other fiscal matters

2023 year end budget – \$706,360 was budgeted and \$707,774 was spent.

Revenues included a \$10,000 transfer from reserves.

The library received a grant from ALA for digital, equity, and inclusion. This is part of a larger effort in the county to achieve digital equity.

While the effort for digital equity and training has been targeted primarily to the senior population, Liz K noted that individuals with English as a Second Language should also be included, noting the increase of Spanish speaking population in the schools.

Motion by Liz K to approve December expenditures. Deb S. seconds. On a roll call vote the motion passes unanimously

January financial reports are not available yet.

Reviewing investments

* Susan Rowe arrived at 9:35

The CD for \$80,000 matures on 3/31/24 and needs to be rolled over
Liz S moves to place \$80k into the building fund- Liz K seconds.
On a rollcall vote, the motion passed unanimously.

Discussion of the money market capital building fund of about \$100,000 and is receiving 5.57% interest. This fund is not intended to be used for operations, but rather building.

7. Librarian's report

In addition to the written report:

Arin reported that programing in general is well received.

A Digital Basics program was planned for Feb 27 (Tuesday), but no one attended, presumably because it got cold and snowed.

There is additional promotion of the Digital Equity program. Arin interviewed with WISM John Murphy about it, hoping it will meet the target market.

The Pysanky egg workshop filled up in two days and is overflowing. Discussion on remunerating the instructor of the workshop, who happens to be married to the director.

8. Memorial for Melinda Smith

Discussion on a memorial for Melinda with an indigenous theme/author collection.

Deb Swan made the motion to use \$500 from book collection for the memorial using \$250 for adult books and \$250 for children's book. Liz S. seconds, passes unanimously.

Personal donations would be in addition to the \$500.

The collection will include a bookplate memorializing Melinda.

9. Unique management for collections.

Postponed to next month without objection.

10. Eau Claire Municipal Library Agreement

Stella reviewed meeting with corporation counsel, county treasurer, and finance to review the agreements that need to be drafted. She noted that in 2023, people from the City of Eau Claire borrowed over 47,000 items from the Altoona Library, whereas just 13,000 items were borrowed from L.E. Phillips Library by people from Altoona.

11. Applications for Appointment to Library Board

Four applications were received, among them were Mike Hilger (Melinda Smith's husband) who currently is also chair of Friends of Altoona Library; and Hannah Korth, director of the Altoona Boys and Girls Club.

Stella moved and Liz S. seconded to ask Mike Hilger to finish the remaining two years of Melinda's term, and to ask Hannah Korth to begin on May 1, to replace Deb who intends to resign on April 30th. The motion passed unanimously by a voice vote.

There was further discussion of the need for a board treasurer. Liz K suggested we work on "job descriptions" to determine responsibilities.

12. Library Director Annual Review – see below

13. Flexible Facilities Program Overview: Capital Projects Fund

The State of Wisconsin Dept of Administration is offering grants of \$4,250,000 for either new facility construction or expansion and improvements. The Altoona library meets all the criteria for the expansion category. The project specifically requires broadband expansion.

Arin met with Roy and Mike and learned there is a fully comprehensive building expansion plan created while Allyson was still here. The Board was not consulted in the plan design. According to Liz K there are numerous flaws in the plan and parts will have to be redesigned.

If the grant is awarded there may still need to be a capital campaign to complete the project.

14. Items for the next agenda:

- Ask Tina Nelson to attend
- Capital project grant update
- Municipal library agreement update

15. Date and time:

March 20th at 9:00

12. Library Director Annual Review – Closed session

On a motion by Liz S seconded by Liz K the board went into closed session to review the performance of the director. After a roll call vote, the motion passed unanimously.

After the discussion in closed session was completed, Liz K made a motion, seconded by Deb, to come out of closed session. After a roll call vote, the motion passed unanimously.

16. Adjournment

Having reached the end of our agenda, the Board meeting adjourned at 11:25.