

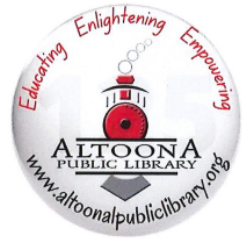
Altoona Public Library Board Meeting Minutes

Wednesday, July 17, 2024 • 9:00 am

City Council Chambers • 1303 Lynn Avenue, Altoona, WI 54720

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

Library Director: Olivia Moris



1. CALL MEETING TO ORDER

- Meeting was called to order by Sue Rowe at 9:07 am.

2. ROLL CALL

- Members present: Laurie Boettcher (Secretary), Liz Kaetterhenry, Hannah Korth, Sue Rowe (President), and Liz Snyder.

Members absent: Mike Hilger and Stella Pagonis

Library director: Olivia Moris

Guest: Roy Atkinson

3. APPROVAL OF JUNE 2024 MINUTES AND SPECIAL BOARD MEETING OF JULY 11, 2024

- June minutes show Wednesday, June 6; the correct date was June 19, 2024. Didn't have the month for the next meeting, just 17 (add **July 17**) as the next meeting date.
- Will resubmit with the July minutes
- Motion made to approve minutes by Hannah. Seconded by Liz K.
- All present voted to approve minutes. Motion carried.

4. PUBLIC COMMENTS/CONCERNS

- Nothing at this time.

5. LIBRARY BOARD PRESIDENT'S REPORT

- A. After the interviewing process, an offer was extended to Olivia Moris. Motion to approve offer by Liz S. Seconded by Liz K. She accepted and started on July 15, 2024.
- B. Peachfest: Sue heard nothing but positive comments about the library and our programs. Received a check for \$1,505 La Peche Executive Director (Adam Oster).

6. APPROVAL OF JUNE 2024 FINANCIAL REPORTS AND EXPENDITURES

- May financials approved in June.
- June financials not ready for approval yet.
- Received a donation from the Wilbur Pautz estate for \$147,000. Deposited as part of the capital building fund. Olivia following up with estate for permission to name a room.

7. LIBRARIAN'S REPORT

- Staff has been exceptionally welcoming and members of the community have stopped in to meet her.
- Meeting with IFLS team.
- Continuing with onboarding.
- Reviewed **monthly** stats. For efficiency purposes, clarified what stats are actually necessary.
 - Keep 3-year comparison.
 - Keep Checkouts, Total Circulation, New Patrons, New Items, and all data under Circ at LEMPL to AL Residents.
 - Most other stats will be available in annual report. Otherwise any stat is available upon request.
- Clarifying retention policy for documents.
- Reviewing job descriptions for all staff to assure meeting requirements.
- Clarifying responsibilities regarding the board.
- Stella is the financial mentor.

8. UPDATE ON FLEXIBLE FACILITIES GRANT PROCESS - ASST ADMIN ROY ATKINSON

- Grant was submitted successfully and we feel very positive, although there is strong competition.
- Collaboration in assembling grant was impressive.
- Legislators have offered to put in a supportive word in addition to our letters of recommendations.
- Announcement will be made in October by DOA.
- Roy will share the grant submission and designs to the board and director.

9. UPDATE ON LIBRARY AGREEMENT - STELLA

- Postponed in Stella's absence.

10. WELCOME TO OLIVIA MORIS

- Discussed.

11. JOB DESCRIPTIONS FOR BOARD OFFICERS/BYLAWS

- Nominated officers in June 2024. Lis S was absent at the last meeting and officially accepts her nomination.
- Sue provided descriptions from DPI Trustee Handbook.
- Confirmed we do not need a Treasurer; Olivia has Betsey and Tina.
- We need to assemble Library Board Bylaws.

12. ITEMS TO BE ADDED TO THE NEXT AGENDA

- Add Friends as a standing agenda item to all future agendas.
- Job descriptions for staff.
- Pautz Estate follow-up.
- Facilities Grant update.
- Stella library agreement update.
- Library Board bylaws update.

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

- Wednesday, August 14 at 9:00 am.

14. ADJOURNMENT

Having reached the end of the agenda, the meeting was adjourned at 10:25 am.

Minutes respectfully transcribed and submitted by Laurie Boettcher.