



Altoona Public Library Board

Meeting Minutes

August 15, 2024 | 9:00 am
Altoona City Hall | Council Chambers
1303 Lynn Avenue, Altoona, WI

● Welcome

- Call meeting to order
 - Meeting was called to order by Sue Rowe at 9:01 am
- Roll call of council members
 - Members present: Laurie Boettcher (Secretary), Mike Hilger, Stella Pagonis, Sue Rowe (President), and Liz Snyder (Vice President).
 - Members absent: Liz Kaetterhenry and Hannah Korth
 - Library director: Olivia Moris
- Introductions of attendees

● Action Items

- Approval of previous month's minutes.
 - Motion to approve by Sue. Seconded by Laurie. All present voted to approve. Motion carried.
- Approval of financial statements.
 - Reviewed June and July financials.
 - Olivia reviewed with Tina to gain understanding.
 - Liz S. indicated to increase the line item for lodging.
 - Noted payment to Lien and Peterson for grant process; in line with what we expected.
 - Motion to approve by Liz S. Seconded by Mike. All present voted to approve. Motion carried.
 - Library CDs were due yesterday and were stopped yesterday and moved to the library savings account until higher interest rates are located. Some funds will be used for preliminary designs if awarded the Facilities grant.

● Old Business

- Library Board Bylaws
 - Committee to create (Action Item)
 - Laurie, Mike, and Sue volunteered to be on the committee; will introduce at a future meeting for review
 - [Trustee Essentials](#)
 - [Effective Meetings for Library Boards](#)
- Update on Library Agreement - Stella
 - All of the data we needed to provide was gathered, disseminated, and submitted
 - Per circ numbers have been adjusted for payment in March of 2025 for the previous year
 - Stella will share all information with Olivia

- Pautz Estate Update
 - Naming policy
 - Estate attorney approved naming rights
 - Determining if naming rights should be a bylaw or a policy

- **Public Comments - Olivia**
 - All public comments and concerns are welcome
 - Please submit comments to Library staff and/or Library director
 - In person: Altoona Public Library, 1303 Lynn Ave., Altoona, WI
 - Via phone: 715-839-5029 | Via email: olivia@altoonapubliclibrary.org
 - Need a bylaw about public comments during meetings because we are governed by trustee guidelines to acknowledge comments, but not engage in dialogue

- **Reports**
 - Library Board President's Report - Sue
 - Sue does not have a report
 - Library Director's Report - Olivia
 - Ashley is including library board minutes on web site
 - Hired a part-time page/clerk, exploring compensation
 - Olivia requested to make Regina a salaried employed
 - Board discussed
 - Motion to approve by Laurie. Second by Mike. All present voted to approve. Motion carried.
 - Library use statistics were updated by Olivia; board reviewed and appreciate the new visuals; we're holding steady in comparison with last year; 163 participated in adult programming!
 - Claire Lumbardo autor visit and signing next week
 - Classic movie nights in October; emcee provides behind the scenes; license secured
 - Budget YTD
 - Friends of the Library Report - Mike
 - Three new members, but struggling to build a membership
 - Historically people receive an invitation, donate, and then there is no contact; this isn't beneficial to either the individual or the library
 - Laurie suggested table tents at Nostalgic Bean and Coffee Cabin
 - Mike encouraged board members to do a membership push
 - August is designated as our membership drive
 - Need an official way to donate to the library

- **New Business**
 - **CHECKOUT POLICY**
 - Olivia is updating and will present in October
 - Items to add to next agenda - should be emailed to Olivia

- Committee present an outline of proposed policies to create
- Naming policy update
- Budget approval for 2025
- Schedule next meeting date and time
 - Third Wednesday of the month; but need to adjust if not have a quorum
 - Wednesday, September 18, 2024 at 9:00 am
- Notes:
 - January/February | Prelim discussion of Strategic Plan
 - April | Board terms consideration
 - May | Election of Officers
- **Adjournment**
 - Having reached the end of the agenda, the meeting was adjourned at 10:22 am.

Minutes respectfully transcribed and submitted by Laurie Boettcher.

Requests for accommodations to participate in this meeting should contact the Library Director by phone: 715-839-5029 or by email: olivia@altoonapubliclibrary.org with as much advance notice as possible.

**Altoona Public Library
1303 Lynn Avenue
Altoona, WI 54720
www.altoonapubliclibrary.org**