



Altoona Public Library Board

Meeting Minutes

Wednesday, September 18, 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 9:00 am
 - Roll call of council members
 - Members present: Laurie Boettcher (Secretary), Mike Hilger, Liz Kaetterhenry, Hannah Korth, Stella Pagonis, Sue Rowe (President), and Liz Snyder (Vice President).
 - Members absent: None
 - Library director: Olivia Moris
 - Introductions of attendees

- **✔ Public Comments - Olivia**
 - All public comments and concerns are welcome
 - Homeschooling patron parent brought in cookies to thank the staff for help
 - 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

- **✔ Action Items**
 - Approval of previous month's minutes
 - Motion to approve by Laurie. Seconded by Hannah. All present voted to approve. Motion carried.
 - Approval of August financial statement review
 - Discrepancy in one line that will be corrected
 - Motion to approve by Liz S. Seconded by Liz K. All present voted to approve. Motion carried.

- **✔ Old Business**
 - Library Board Bylaws Committee update
 - Laurie researched several Wisconsin public libraries and organizations. She compiled a draft and sent it to Sue and Mike on August 20, 2024.
 - Laurie will resend to the committee for input and then review with the board for next meeting.
 - Naming Policy update
 - A library policy, not a board bylaw. Olivia will present a suggested policy in November.
 - Budget questions
 - Board plans for staff, including Director, salary (see Budget 2025), & self checks
 - Olivia reviewed the numbers she has received, although some are forecasted at this point

- Switching to Google; will do a training session for board members unfamiliar with Google Drive
 - Replacing two Envisionware self-checkouts because of numerous issues; Bibliotequa has local technicians and is included in the service contract, plus a sale on outgoing models; can do with existing budget; will sell existing machines
 - Motion to approve transferring funds between line items to purchase the new self-check machines in the approximate amount of \$12,000 by Hannah. Seconded by Liz K. All present voted to approve. Motion carried.
 - Discussion regarding a few line items and amounts
 - Board will have a closed special session to discuss director/staff salary and budget review before it is presented to City Council
 - If we are awarded the Flexible Space Grant, an ammendment will be made to the budget
-  **Reports**
 - Library Board President's Report - Sue
 - Nothing to report
 - Library Director's Report - Olivia
 - Olivia provided a robust report, here are some highlights:
 - Olivia received a scholarship to attend WLA Annual conference
 - Martha will be attending the Back in Circulation conference
 - As of PD Day, staff is certified in CPR and AED with Chief Renderman
 - Classic movie night coming up
 - Library use statistics- circ numbers have a minor decrease; program numbers are still impressive
 - Friends of the Library Report - Mike
 - Still working to build membership
-  **New Business**
 - Staff salary closed session
 - Thursday, September 19 at 1:00 pm closed session meeting to discuss staff salaries; Laurie is approved absence
 - Cindy will post today
 - Olivia will create the agenda
 - Budget presentation special session date
 - Monday, October 7 at 1:00 pm with possible closed session, if needed, to discuss salaries
 - Circulation policy - October
 - Items to add to next agenda - should be emailed to Olivia
 - Schedule next meeting date and time - should be standard
 - Wednesday, October 16 at 9:00 am
 - 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 9:59 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**