



# Altoona Public Library Board

## Meeting Minutes

Wednesday, November 20, 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: Hannah Korth and Liz Kaetterhenry
  - Library director: Olivia Moris
- Introductions of attendees

- **Public Comments - Olivia**

- All public comments and concerns are welcome
  - Patron comment about wheelchair button visibility; making it more visible.
- 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](mailto:olivia@altoonapubliclibrary.org)

- **Action Items**

- Approval of [October 16 minutes](#)
  - Motion to approve by Laurie. Seconded by Mike. All present voted to approve. Motion carried.
- Approval of financial statements
  - Periodicals update - some magazines have priced themselves out of our range and will no longer be purchased.
  - October financials just came in this morning, so approval is postponed until December meeting to allow time for review.
- Approval of [Circulation Policy](#)
  - Reviewed updates.
  - Motion to approve by Liz S. Seconded by Laurie. All present voted to approve. Motion carried.
- Consideration of [Space Audit](#)
  - Discussed.
  - Roy Atkinson gave an update on a meeting he had with Senator James about potential funding in lieu of not being awarded the library facilities grant. Encouraged us to contact our legislators.
  - Motion to approve by Laurie. Seconded by Hannah. All present voted to approve. Motion carried.

- **Old Business**

- [Library Board Bylaws Committee update](#)
  - Miscommunication, so Laurie needs to distribute the updated bylaws at least 10 days prior to the next meeting.
  - Stella made a motion to postpone the bylaw review to the next meeting. All present voted to approve. Motion carried.
- [Staff Meeting calendar](#)(updated)
  - Discussed and will propose a meet and greet potluck to get to know each other instead.
- [Naming Policy](#)
  - Discussed the policy and updating verbiage to better reflect the gratitude that comes along with donations and how to make significant donations visible to the community.
  - Need to update the policy and bring it back.
- Scholarship Update
  - Olivia received a scholarship from IFLS for attendance to WLA.
- Tina on Financials
  - Olivia will meet with Tina to discuss our accounts when end-of-year financials are complete.
- New self-checkout
  - “When did you guys get these machines? It gives me recommendations! I love this!”
  - Working beautifully. Bibliotecha’s customer service is fabulous.
- **Reports**
  - Library Board President’s Report - Sue
  - [Library Director’s Report](#) - Olivia
    - [Library use statistics](#)
    - All around great news including 51 new patrons last month, upcoming social media promos
  - Friends of the Library Report - Mike
    - Membership drive was successful with five new members and volunteers for the book sale.
    - Book sale is this weekend. Bag of books for \$5. Books also sold individually.
- **New Business**
  - Hiring Update - 7 applicants
  - Items to add to next agenda - should be emailed to Olivia
  - Next meeting date and time - December 18 | move Dec and Jan to 10am for Liz K?
    - December 2024 and January 2025 meetings will be at 10:00 am
  - January/February|Prelim discussion of Strategic Plan
    - Will schedule a stand-alone meeting
  - April|Board terms consideration
  - May|Election of Officers
    - Investigating if we need to increase the number of board members to accommodate population growth.
- **Adjournment**
  - Having reached the end of the agenda, the meeting was adjourned at 10:31 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](mailto:olivia@altoonapubliclibrary.org) with as much advance notice as possible.*

**Altoona Public Library | 1303 Lynn Avenue | Altoona, WI 54720  
[www.altoonapubliclibrary.org](http://www.altoonapubliclibrary.org)**