

Altoona Library Board  
Meeting Minutes for December 18, 2024

Welcome

- Call meeting to order

The meeting was called to order by Library Board President Susan Rowe at 10:03 a.m.

- Roll call of board members

Members present include President Susan Rowe, Vice-President Elizabeth Snyder, Mike Hilger, Elizabeth Kaetterhenry, Hannah Korth, and Stella Pagonis

Member not present: Laurie Boettcher

Staff present: Director Olivia Morris

- Introduction of attendees - None

Public Comment – Olivia

An unhoused individual wearing a tactical vest spends time at the library, and some patrons have expressed feeling intimidated. Staff have reassured the concerned patrons that the individual is not a danger and wonder if the tactical vest may contribute to the unease.

Action Items:

Approval of the Minutes from November 20

On a motion by Kaetterhenry with a second by Hilger, the minutes were approved unanimously.

Approval of Financial Statements – discussion that October statements were delayed and the November statements are not yet available, nonetheless the library intends to break even for end the year with an effort to utilize the remaining sums in the books and periodical budgets.

On a motion by Kaetterhenry with a second by Hilger, and on a roll-call vote, the financial statements were approved unanimously.

Naming Policy Review and Approval – discussion of the revised naming policy and an effort to encourage donations.

On a motion by Pagonis to approve the revisions with a second by Snyder, the motion was approved unanimously.

#### By-laws, second reading, and Approval

On a motion by Korth with a second by Hilder, the revised by-laws were approved unanimously.

Circulation Desk Approval – the current circulation desk is old, unwieldy, and annoying. Staff enthusiastically support using funds from the capital account to purchase a new circulation desk. The new desk will be modular with casters for greater flexibility. Two vendors are being considered, anticipating a cost between \$15,000 and 20,000.

On a motion by Rowe to approve the expenditure of funds for a new circ desk not to exceed \$20,000, with a second by Kaetterhenry, on a roll call vote the motion was approved unanimously.

#### Old Business:

Space Audit- discussion of an architectural firm that will assess space needs. An individual will be meeting with Staff on December 30. President Rowe may also attend. The cost is \$1,500 for the assessment.

Staffing update – Dalton was promoted as circulation clerk. Interviews are set for a page to take the vacant position.

Library Financials Update – the financials are late. The investment 4% interest rate is the best we can expect at this time.

#### Reports:

President – nothing to report

#### Director –

- Applied for and received a grant from East Asian Studies to promote Asian books and programming. Robust discussion on methods to reach out to the Asian population.
- As of December 12<sup>th</sup>, IFLS Libby had 9 million digital checkouts for 2024.
- Olivia is on the CVTC Advisory Board, and discussed a plan to offer courses to provide a diploma to students to be a level 3 library director.
- Staff are continuing the Friends of the Library book sale by bagging up books and selling the bags at a nominal cost.

#### Friends of the Library –

The two-day book sale raised \$500 the first day and \$200 the second day. Those funds along with a large donation has increased the Friends of the Library funds to over \$18,000.

Discussion regarding communications and the most effective way to encourage people to join the Friends.

New Business:

A meet and greet of staff with the Library Board is being planned for March.

The library is out of compliance with the current set of doors for disabled individuals. A discussion is underway regarding purchasing new doors to improve accessibility, but it will be pricy (“hugely expensive”).

Next meeting will be January 15 at 10:00 a.m. A possible agenda item is to review a list of policies to prioritize for review.

Library has not done a strategic plan or a long-range plan in recent memory. Katelyn from IFLS will attend the February board meeting to facilitate initial discussions.

Upon completion of the agenda, the meeting adjourned at 11:12.

Respectfully Submitted

Stella Pagonis