



Altoona Public Library Board

Meeting Minutes

Wednesday, January 15, 2025 | **10:00 am**

Altoona City Hall | Council Chambers

1303 Lynn Avenue, Altoona, WI

● Welcome

- Call meeting to order
 - Meeting was called to order by Liz Snyder at 10:06 am.
- Roll call of council members
 - Members present: Laurie Boettcher (Secretary), Mike Hilger, Stella Pagonis, and Liz Snyder (Vice President).
 - Members absent: Sue Rowe (President), Hannah Korth, and Liz Kaetterhenry
 - Library director: Olivia Moris
- Introductions of attendees
 - None

● Public Comments - Olivia

- 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
 - Moving things around and spaces are opening up; patrons have commented about how much bigger it feels and loving the new ideas
 - Patrons have been sharing more ideas in the excitement

● Action Items

- Approval of [previous month's minutes](#)
 - Motion to approve by Laurie. Seconded by Mike. All present voted to approve. Motion carried.
- Approval of financial statements for [November](#) & December
 - December is carried over as they are not done
 - Reviewed November financials
 - Motion to approve by Stella. Seconded by Laurie. All present voted to approve. Motion carried.

● Old Business

- [Library Policy Review](#)
 - Policies are all linked on the library.
 - Library will prioritize and we'll review 1-2 policies each month.
- [Naming policy/donation of items?](#)
 - Olivia linked drafts; board will review and a vote will ensue in February.
- Library staffing update - New page is Kiernan Erb.
 - Thrilled to have her; previous page experience.

- Space audit - underway
 - Met with FEH Architects in December and they walked through the space.
 - Gathered area growth statistics and contacts.
 - They are still completing the audit.
 - Olivia is meeting with Mike and Roy this afternoon.
- Switch to Google//director Chromebook
 - Staff wishes to switch to Google from Outlook
 - IFLS is assisting with the transfer
 - Director has a Chromebook
- **Reports**
 - Library Board President's Report
 - Skipped in Sue's absence
 - [Library Director's Report](#) - Olivia
 - [Library use statistics](#)
 - Olivia applied for a grant and was accepted into a mentorship program; year-long program with monthly Zoom meetings
 - Purchased 12 soprano ukeleles; will be hosting a 5-week program for ten 4th graders through adults starting February 13; two ukeleles will be in the Library of Things
 - Friends of the Library Report - Mike
 - Met with Olivia to plan
 - Will nominate a board in February and determine a format
 - Discussed promotional materials focusing on where donations are going and what members get to do
 - Liz S. suggested including a handout when getting or renewing a library card; information is also on the website
 - Free library tote bag to every new member
 - ALA is offering grants; so Mike signed up for Zoom meetings
- **New Business**
 - WLA Mentorship program
 - [The Trustee Project](#)
 - University of Kentucky conducting a survey
 - Olivia is completing and asked board members to complete as well
 - Items to add to next agenda - should be emailed to Olivia
 - Next meeting date and time - February 19 - 9 or 10?
 - February 24, 2025 1:00-3:00 pm
 - January/February|Prelim discussion of Strategic Plan (6-12 mos.)
 - [Augusta Timeline](#) | Katelyn to Feb meeting
 - April|Board terms consideration
 - May|Election of Officers
 - July| United for Libraries Virtual

- https://www.ala.org/united/events_conferences/virtual?_zs=IAR0o1&_zl=ur3x9

- **Adjournment**

- Having reached the end of the agenda, the meeting was adjourned at 10:57 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**