



Altoona Public Library Board

Meeting Minutes

Monday, February 24, 2025 | 1:00 pm

Altoona City Hall | Council Chambers

1303 Lynn Avenue, Altoona, WI

● Welcome

- Call meeting to order
 - Meeting was called to order by Sue Rowe at 1:02 pm
- Roll call of council members
 - Members present: Laurie Boettcher (Secretary), Mike Hilger, Stella Pagonis, Sue Rowe (President) and Hannah Korth.
 - Members absent: Sue Rowe (President), iz Snyder (Vice President), and Liz Kaetterhenry
 - Library director: Olivia Moris
- Introductions of attendees
 - Katelyn Dubiel of IFLS and Max who is a Social Work student at UW-Eau Claire completing

● 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
 - Questions about removal of security gates, which detected books that weren't being checked out; they were never metal detectors

● Action Items

- Approval of [previous month's minutes](#)
 - Motion to approve by Stella. Seconded by Hannah. All present voted to approve. Motion carried.
- Approval of financial statements
 - [December](#) & [January](#)
 - December closed out the budget. Library spent 94% of its 2024 budget.
 - Katelyn noted that state statutes indicate the library should retain and carry over excess budget.
 - Motion to approve both December and January budgets by Hannah. Seconded by Laurie. All present voted to approve. Motion carried.
- [Annual Report](#) review and approval
 - Discussed annual report and impact on municipal agreements.
 - Motion to approve annual report by Laurie. Seconded by Mike. All present voted to approve. Motion carried.

● Old Business

- [Library Donation Policy](#) approval

- Motion to approve library donation policy by Mike. Seconded by Hannah. All present voted to approve. Motion carried.
 - Circ desk update
 - We ordered from Buckstaff, anticipated Fall delivery and will also be ordering shelving from them, to gain more shelf space in the library
 - [Quote](#)
 - Reviewed plans and status; came in \$100 under budget
 - Switch to Google price update || \$7/month/USER (20 users= \$1,680/annual)
- **Reports**
 - Library Board President's Report - Sue
 - [Library Director's Report](#) - Olivia ([Statistics](#))
 - Reviewed Olivia's report.
 - Adult programs have unprecedented attendance.
 - [Library closure of 3/25/25](#)
 - Upgrade to Sierra, the program that runs the library
 - No programming scheduled; full-time staff will use vacation time or make up the hours
 - Friends of the Library Report - Mike
 - Enough members to reorganize and activate; introducing a small temporary board during growth; planning a few events and activities
 - Giving away a free tote bag with every new library card
- **New Business**
 - Prelim discussion of Strategic Plan (6-12 mos.) (Katelyn from IFLS)
 - [Augusta Timeline](#) | [Previous strategic plan](#)
 - Katelyn presented about the Strategic Plan; our community has changed a great deal and the last plan was done in 2013
 - Reviewed example timeline and discussed details for each step
 - Encouraged creation of a Strategic Planning Committee
 - Board's role is to review updates and provide necessary approvals
 - We don't want leading questions, we want to truly listen to the community and determine how we can better serve the needs
 - Board members interested in being on the Strategic Planning Committee included Hannah, Laurie, and Stella.
 - Olivia will tailor the timeline and the board will review for approval next month.
 - Then, Olivia will determine who to include on the 5-person committee including board, staff, and community members.
 - Items to add to next agenda - should be emailed to Olivia
 - Next meeting date and time - Monday, March 17, 1:00 pm
 - April | Board terms consideration
 - May | Election of Officers; Liz Snyder has expressed her intent to retire from the board
 - 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 2:23 pm.

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**