

Altoona Library Board Meeting Agenda
Wednesday, November 17, 2021
9:00 a.m. in the Council Chambers at City Hall
1303 Lynn Avenue, Altoona

1. Call Meeting to Order
2. Roll call for Library Board
3. Approval of minutes of the following Library board meetings:
October 8, 2021 and October 13, 2021
4. Public Comments
5. President's report
6. Approval of October, 2021 expenses and financials
7. Librarian's report
8. Schedule next meeting & items for the agenda
9. Discuss/consider convening in closed session pursuant to Wis. Stats 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - A. Library Director Position.
10. Motion to reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.

Future Reference:

May: Election of Officers

June: Review of Library Director's contract

November: Long range goal review

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Library Director at 839-5029 with as much advance notice as possible.

Altoona Library Board Minutes

Friday, October 8, 2021 9:00 a.m.

Roll Call: Meeting called to order at 8:55 a.m. Board members present: Liz Snyder, Liz Kaetterhenry, Brenda Schlafer, Deb Swan, Melinda Smith, Sheila Presler, and Sue Rowe.

Closed Session: Motion made by Schlafer to go into closed session at 8:55 a.m., 2nd by Presler. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Rowe-yes; Presler-yes; Schlafer-yes. **Motion carried.**

Reconvene to Open Session: Motion made by Swan to reconvene to open session at 10:05 a.m., 2nd by Presler. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith yes; Rowe-yes; Presler-yes; Schlafer-yes. **Motion carried.**

A candidate for Library Director was interviewed via Zoom. An in-person interview will be scheduled.

Next board meeting: The next regular monthly meeting is October 13, 2021 at 9:00 in person in the city council chambers.

Adjourn: Rowe motioned to adjourn, 10:10 a.m., 2nd by Smith. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Martha Spangler

Altoona Library Board Minutes

Wednesday, October 13, 2021 9:00 a.m.

Roll Call: Meeting called to order at 9:00 a.m. Board members present: Liz Snyder, Liz Kaetterhenry, Brenda Schlafer, Deb Swan, Melinda Smith, Sue Rowe, and Sheila Presler.

Approval of Minutes: Motion made by Swan to approve minutes of the September 15, 16, 23, and October 6, 2021 meetings, 2nd by Rowe. **Motion carried.**

Public Comments: None

President's Report: Snyder attended the budget meeting on October 7 with very few questions. Snyder checked references for Library Director candidate Arin Wilken.

Approval of Expenses: Motion made by Rowe to approve the September, 2021 expenses and financials, 2nd by Schlafer. Snyder-yes; Swan-yes; Kaetterhenry-yes; Smith-yes; Rowe-yes; Schlafer-yes; Presler-yes. **Motion carried**

Librarian's Report:

Fall Programming: On September 28 from 3-6:30 volunteers offered an opportunity for individuals to ask questions and register to vote. Other programming in October included Knit and Crochet Club, Lego Club, and Mystery Book Club.

September, 2021 Circulation Statistics:

In September, 2021, our checkouts were more than September, 2020 (6,942 vs. 5,295); we had fewer renewals (516 vs. 1,635), and our overall circulation was higher (7,548 vs. 6,930). System-wide, in 2020, we were 7th in checkouts and 9th in renewals. In 2021, we were 7th in checkouts and 11th in renewals.

LEPMPL

LEPMPL checkouts were greater in September, 2021 than September, 2020 (32,605 vs. 23,096); its overall circulation was up (35,699 vs. 32,725).

September, 2021: EC borrowed from AL=2,561 items. AL borrowed from EC=796 items. **(+\$3,841.43)**

September, 2020: EC borrowed from AL=1,924 items. AL borrowed from EC=520 items. **(+\$4,040.92)**

Wish List: The Board would like Martha and Regina to start using up the budget for adult books, children's books, and DVD's. Martha will clarify whether books ordered this year but invoiced next year still come from this year's budget. Martha presented a chart showing the budget lines that will likely have a surplus for 2021. She developed a wish list of needed items in order to use up the surplus. First, the Board ok'd Martha to order the Traf-Sys counter for \$473. Martha will check with IFLS to find out which week in October patrons need to be counted for the annual report. Second, the push bars on the front door need to be fixed/replaced as they are becoming difficult to get locked. The Board ok'd the fix/repair and recommended Martha put in a work order with the city. Third, Martha will get a cost for a mobile printing device for November's board meeting. Fourth, the Board liked the idea of universal library signs for various city intersections and a 90 degree sign with the library's logo for the front of the building. Martha will get more details about cost and work with the city in regards to number of signs needed and placement. Fifth, Martha discussed the need for mobile hotspots. Motion made by Snyder to approve the purchase of 11 mobile hotspots for a total start-up cost of \$1,540, 2nd by Rowe. **Motion carried.** Last, the need for laptops to be used for River Prairie, classes, and clubs was presented. Motion made by Rowe to approve up to \$6500 for the purchase of new laptops, 2nd by Swan. Snyder-yes; Kaetterhenry-yes, Swan-yes; Smith-yes; Rowe-yes; Presler-yes; Schlafer-yes. **Motion carried.**

Closed Session: Motion made by Rowe to go into closed session at 9:50 a.m., 2nd by Smith. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Rowe-yes; Presler-yes; Schlafer-yes. **Motion carried.**

Reconvene to Open Session: Motion made by Rowe to reconvene to open session at 11:55 a.m., 2nd by Snyder. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith yes; Rowe-yes; Presler-yes; Schlafer-yes. **Motion carried.**

Motion made by Snyder to formally extend an offer for the Library Director position to Arin Wilken at the salary and benefits discussed.

Next board meeting: Wednesday November 17, 2021 at 9:00 a.m. in person in the library.

Adjourn: Schlafer motioned to adjourn, 12:00 p.m., 2nd by Swan. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Martha Spangler