

Altoona Library Board Meeting Agenda
Wednesday, January 16, 2019
9:00 a.m. in the Altoona Library

1. Call Meeting to Order
2. Roll call for Library Board
3. Approval of November, 2018 Minutes
4. Public Comments
5. President's report
6. Approval of November, 2018 expenses and financials
7. Approval of December, 2018 expenses and financials
8. Librarian's report
 - a. November and December, 2018 circulation (AL)
 - b. November and December, 2018 IFLS circulation
 - c. November and December, 2018 programming and Youth Services updates
 - d. Discussion of remote access to Board meetings for offsite members
9. Schedule next meeting & items for the agenda
10. Adjourn

Future Reference:

Sept: Library Director Evaluation

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

Wednesday, November 28, 2018 9:00 a.m.

Roll Call: Meeting called to order at 9:02 a.m. Board members present: Elizabeth Snyder, Liz Kaetterhenry, Dale Stuber, Sharon Hanks, and Brenda Schlafer. Also present was Library Director Alyson Jones. Kem Dahlheimer and Sheila Presler were excused.

Approval of Minutes: Motion made by Hanks to approve minutes of the October 17, 2018 meeting, 2nd by Stuber. **Motion carried.**

Public Comments: None.

President's Report: Liz S. met with Alyson to discuss the list of goals the Board generated. They also reviewed Alyson's goals for 2019. Alyson presented the board with a combined goal list for the upcoming 2019 year: 1. Be open to grants and outside sources of funding, such as IFLS; 2. Represent the library in community activities by seeking participation in civic activities and meetings; 3. Represent the library at the system level; 4. Direct and review weeding and (re)arrangement of reference, DVD, and adult collections; 5. Maintain cataloging certification for Altoona Public Library; 6. Conduct formal staff performance evaluations; 7. Take steps to reorganize/reactivate Friends group; 8. Participate with Library and City staff to explore library presence in River Prairie.

Approval of Expenses: Alyson noted there is still time to spend money from 2018. The city just received a final bill for the community room's air conditioning system and thermostat. The library's portion will be \$4600 to \$4700, which will take care of most of what remains in capital outlay. Alyson and Regina will meet to decide what extras to purchase with any remaining money such as a book carousel stand, a new set of encyclopedias, etc. Our total revenue was down by \$7639.21, which may be due to a \$10,000 transfer from reserves. It was also noted that our fines revenue is at \$3867.85, which is less than the \$6000 we budgeted. This is what we expected, and budgeted less for fines in the 2019 budget. Motion made by Stuber to approve the October, 2018 expenses and financials, 2nd by Hanks. Hanks-yes; Stuber-yes; Kaetterhenry-yes, Snyder-yes; Schlafer-yes. **Motion carried.**

Librarian's Report:

CCF Bank: Alyson contacted CCF Bank to request that closed CD accounts be removed from our bank statements. This change will be reflected in next month's statements. In addition, Alyson learned that there is no technical reason to keep our business savings account as our checking account and CD statuses are not dependent upon keeping a savings account open. Snyder made a motion to close the

business savings account at CCF and open a new CD with the savings account balance of \$1074.40, plus \$3925.59 from the money market checking account, to make a \$5000 CD with a length dependent on current rates but no more than 5 years; 2nd by Schlafer. Hanks-yes; Stuber-yes; Kaetterenry-yes; Snyder-yes; Schlafer-yes.

2019 Budget: November 29, 2018 is the final City Council budget approval meeting. Alyson will keep the board posted on any relevant developments. In addition, Alyson spoke with Tina and found out that it is possible to add a line to the budget for “summer reading program support” to better reflect what is going on vs. just putting that money in a generic “gifts and donations” line.

Food for Fines: APL has been collecting Food for Fines for the Altoona Compassion Coalition throughout November. This has been successful with more food being collected than last year. The last collection date will be 12/1/18 (a Saturday).

Council Chambers: Roy has again asked that we move the Library Board meeting to the City Council chamber in order to record meetings and make them available on the City’s website. The board decided to keep its meetings in the library for two main reasons: 1. We function as a committee as a whole to discuss issues, get work done, and make decisions vs. separate committees; 2. We feel there is not a high demand/community interest in viewing the library board meetings.

WLA meeting: Alyson and Martha attended the Wisconsin Library Association Meeting in La Crosse on October 24-26. They each attended a dozen programs over the course of the meeting. Alyson’s topics included fines, collection development, building renovation, strategic planning, programming, team building, and rejuvenating a Friend’s group. Notes taken at the meeting were shared with staff on Google Docs.

Holiday Agenda: Closed dates coming up include 12/24 (Christmas Eve), 12/25 (Christmas Day), open a half day on 12/31 (New Year’s Eve) 9am-noon, and closed 1/1/19 (New Year’s Day). Staff will hold an offsite holiday party after the holidays.

Carpet Cleaning: Carpet cleaning will take place on Easter weekend, 2019.

Goal Setting: After this year’s budget process, Alyson feels that the City Council would look favorably on quantifiable factors when they consider budgeting for the library next year. Therefore, going into 2019, Alyson is having staff compile a list of five goals they would like to accomplish during the upcoming year. Goals should be measurable, achievable, and complement job activities. Alyson provided written guidelines for creating these goals and will sit down with anyone who needs help with the process. Goals should be turned in by the next staff meeting in January, 2019. Alyson will then individually schedule times to conduct a 2018 performance evaluation and draft a 2019 goal list. This would provide the City Council with measurable justification for pay raises for library staff.

October Circulation Statistics: Our October, 2018 checkouts were more than October, 2017 (8794 vs. 8474). We had the same renewals (2,761 vs. 2,764) and our overall circulation was higher (11,555 vs. 11,238). Our year-to-date checkouts were down compared to 2017 (2017=90,283; 2018=85,613). However, our overall circulation was higher (116,462 vs 115,109). System wide we are currently 8th in checkouts and 8th in renewals. LEPMPL borrowed **slightly more** from AL in October, 2018 vs. October, 2017 (2,962 vs. 2,823). AL borrowed **a lot more** from LEPMPL in October, 2018 vs. October, 2017 (2,120 vs. 1,493). YTD, we have taken in \$7,901.48 **less** in 2018 vs. 2017 (\$29,195.51 vs. \$21,294.03).

Next board meeting: Wednesday January 16, 2019 at 9:00am.
There will be no board meeting in December unless an emergency occurs.
The board authorizes Alyson to find out what needs to be done to allow Sharon Hanks to attend board meetings remotely.

Adjourn: Schlafer motioned to adjourn, 10:01 a.m., 2nd by Snyder. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.