

**Altoona Library Board Meeting Agenda**  
**Wednesday, March 20, 2019**  
**9:00 a.m. in the Altoona Library**

1. Call Meeting to Order
2. Roll call for Library Board
3. Approval of February, 2019 Minutes
4. Public Comments
5. President's report
6. Approval of February, 2019 expenses and financials
7. Librarian's report
  - a. February, 2019 circulation (AL)
  - b. February, 2019 IFLS circulation
  - c. February, 2019 programming and Youth Services updates
8. Schedule next meeting & items for the agenda
9. 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, February 20, 2019*      *9:00 a.m.*

**Roll Call:** Meeting called to order at 9:00 a.m. Board members present: Elizabeth Snyder, Liz Kaetterhenry, Brenda Schlafer, Dale Stuber and Sharon Hanks via telephone. Also present was Library Director Alyson Jones. Sheila Presler was excused.

**Approval of Minutes:** Motion made by Kaetterhenry to approve minutes of the January 16, 2019 meeting, 2<sup>nd</sup> by Schlafer. **Motion carried.**

**Public Comments:** None.

**President's Report:** None.

**Approval of Expenses:** Alyson noted the Waltco line was slightly more than anticipated (105.13%) but is not a problem. Motion made by Snyder to approve the January, 2019 expenses and financials, 2<sup>nd</sup> by Kaetterhenry. Hanks-yes; Stuber-yes; Kaetterhenry-yes; Snyder-yes; Schlafer-yes. **Motion carried.**

### **Librarian's Report:**

**Weather-related closures:** APL had two weather-related closure days in January due to record-cold temps and snowfall. The closures were posted on our website and Facebook to keep the public informed.

**Library Board membership:** Deb Swan, a retired teacher and Altoona resident, has agreed to sit in on the March, 2019 Board meeting with potential interest in joining the Board. She is an active volunteer with the American Red Cross and with Altoona elections.

**Annual Report:** The 2018 Annual Report was completed and submitted to IFLS ahead of schedule. A copy of the report is available from Alyson if anyone is interested.

**Staff updates:** Martha is back half-time after being gone for a few weeks with a fall-related injury (the fall did not happen here). If everything goes according to plan, she will start back full-time on Thursday. Everyone else really stepped up to help cover schedule holes and duties.

Staff have submitted their goals and are sitting down with Alyson for scheduled 20 minutes evaluation appointments this week and next.

**DVD shelving:** Our DVD collection is very tight, but items that remain are in demand. Alyson is reluctant to weed circulating materials and would rather add shelving. Alyson investigated cost/particulars of ordering shelving from an online supplier like Demco, but was unhappy with the results. The units available were pricey, would need to be installed, and wouldn't take full advantage of the space available. Therefore, Alyson had the general manager of Northwest Enterprises, Inc., a metal fabrication company, give us an estimate to make custom shelves that match the existing shelving and take advantage of every inch of space. The estimate was for \$1000 including installation. Schlafer made a motion to hire Northwest Enterprises for purchase and installation of shelving up to \$1000, 2<sup>nd</sup> by Stuber. Hanks-yes; Stuber-yes; Kaetterhenry-yes; Snyder-yes; Schlafer-yes. **Motion carried.**

**Fine-free updates:** Alyson shared our year-end statistics with the staff at the last staff meeting and talked about how we are seriously discussing a fine-free rollout. She will ask Martha to spearhead efforts to create a Lucky Day type collection, and coordinate with Regina to publicize/coordinate with our Summer Reading Program. Alyson contacted IFLS to see if, since going fine-free, Eau Claire's loan periods have lengthened (people aren't returning materials as quickly b/c they aren't afraid of fines), and/or their number of "overdue" items has increased. System-wide, they have not come up with a way to gather this kind of data with our current reporting tools/software. So, Alyson has contacted EC to see if they've figured out a way (either statistically or anecdotally) to track these numbers.

**River Prairie:** Alyson and Regina met with Mike and Roy to discuss library participation in both the River Prairie Festival (May 11) and in a more general way down in River Prairie this summer. In anticipation of an increased presence there, we have already increased our 2019 budget for materials and programming. Alyson foresees a once-a-week evening where library staff will be in River Prairie making materials available for checkout during the summer concert series. Regina has expressed an interest in working Wednesday nights. Alyson thinks, at least at first, we will need two employees on Wednesday evenings at River Prairie. A lot will be learned from this initial summer that can be used going forward.

The library will co-sponsor a children's performer for the Festival, and Alyson and Regina will man a table with Summer Reading Program info, card registration, etc. Alyson and staff are also in the process of creating a "River Prairie Collection" that would stay down in River Prairie for checkout. Alyson will be going to River Prairie soon to look at a room that could house this collection. Also, she has been talking to LEPMPL for advice regarding technical specifics of their Book Bike.

Other ideas for increasing the library's presence included making use of the electronic signs at River Prairie and Hobb's messaging "visit our library," possibly having banners at River Prairie and the outside of the library, having a table at kindergarten orientation in the fall, and making use of an app like "Goose Chase" for digital missions.

**January Circulation Statistics:** In January, 2019, our checkouts were less than January, 2018 (7,761 vs. 8,288); we had fewer renewals (2,519 vs. 2,748) and our overall circulation was lower (11,781 vs. 12,848). Weather did have an impact on these numbers. System-wide, in 2019, we were 8<sup>th</sup> in checkouts and 8<sup>th</sup> in renewals. In 2018, we were 8<sup>th</sup> in checkouts and 7<sup>th</sup> in renewals.

LEPMPL checkouts were up January, 2018 to January, 2019 (49,408 to 50,652), and its overall circulation was up (64,653 to 66,465).

January, 2018: EC borrowed from AL=2,797 items. AL borrowed from EC=1,464 items. **(+\$3,176.77)**

January, 2019: EC borrowed from AL=2,552 items. AL borrowed from EC=2,086 items. **(+\$40.10)**

So, LEPMPL borrowed slightly **less** from AL in January, 2019 vs. January, 2018 and AL borrowed **more** from LEPMPL.

**January, 2019 programming and Youth Services Update:** Regina has done a good job of offering a wide variety of programming with fun and new ideas.

**Remote Attendance Policy:** Snyder made a motion that the library adopt the city's remote attendance policy for meetings and that it be included in the library's policy manual, 2<sup>nd</sup> by Stuber. **Motion carried.**

**Next board meeting:** Wednesday March 20, 2019 at 9:00 am.

**Adjourn:** Hanks motioned to adjourn, 9:39 a.m., 2<sup>nd</sup> by Schlafer. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.