

Altoona Library Board Meeting Agenda
Wednesday, September 25, 2019
9:00 a.m. in the Altoona Library

1. Call Meeting to Order
2. Roll call for Library Board
3. Election of Officers
4. Approval of August, 2019 Minutes
5. Public Comments
6. President's report
7. Approval of August, 2019 expenses and financials
8. Librarian's report
9. Discuss/consider 2020 budget
10. Closed session: discuss and consider convening into closed session pursuant of WIS Stat. 19.85 (1) (c) consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility.
 - a. Library Director performance evaluation
 - b. Discuss/consider employee compensation
11. Motion to reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.
 - a. Library Director performance evaluation
 - b. Discuss/consider employee compensation
12. Schedule next meeting & items for the agenda
13. Adjourn

Future Reference:

May: Election of Officers

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, August 28, 2019 9:00 a.m.

Roll Call: Meeting called to order at 8:58 a.m. Board members present: Elizabeth Snyder, Liz Kaetterhenry, Brenda Schlafer, Sheila Presler, Sharon Hanks, Deb Swan, and Sue Rowe. Also present was Library Director Alyson Jones.

Approval of Minutes: Motion made by Swan to approve minutes of the June 19, 2019 meeting, 2nd by Presler. **Motion carried.**

Public Comments: None.

President's Report: Liz discussed her need to call the board to get consensus for Alyson to close the library early on September 6th for staff training.

Approval of Expenses: Motion made by Swan to approve the June, 2019 expenses and financials, 2nd by Hanks. Hanks-yes; Swan-yes; Presler-yes; Kaetterhenry-yes; Rowe-yes; Snyder-yes; Schlafer-yes. **Motion carried.** Motion made by Rowe to approve the July, 2019 expenses and financials, 2nd by Schlafer. Hanks-yes; Swan-yes; Presler-yes; Kaetterhenry-yes; Rowe-yes; Snyder-yes; Schlafer-yes. **Motion carried.**

Librarian's Report:

2019 SRP, picnic, and staff party: It was a busy summer with 660 youth and 115 teens in the SRP (2018 enrollment=553 youth, 94 teens). Both June and July outperformed June and July circulation from 2018. Regina compiled a report of attendance statistics from January 1, 2019 to August 31, 2019. Regina mentioned that Chess Club and You Read to Me, I'll Read to You were new programs that were well attended, and that we will continue with Monday evening programming next year (vs. Wednesday). Survey results from the SRP are also included in Regina's report. There will be an informal staff party on Friday, August 30 to celebrate everyone's hard work and to thank Paul (janitor) who is retiring.

Communications and Teen Programming Library Associate replacement: Abby Seymour left on August 9 in order to take a full-time position in Madison. Regina is interested in taking on teen programming as part of her duties. Therefore, the replacement position duties will be altered to say respond to youth services librarian as needed, communications, and circulation desk help during busy times. Alyson sees the hours as being more flexible than before-maybe three 5 hour shifts vs. two 8 hour shifts weekly. Pay was discussed as possibly \$13.50/hr.

CVBF: Paper copies of the CVBF are available at the circulation desk. Alyson has made sure the library is up to speed on owning copies of the presenter's works. We are hosting Anna Lee Huber, and her topic is "Mrs. Bond: The True Role of Female Spies During the First World War." The date will be Monday, October 21, and Alyson expects a robust attendance.

Fixture/appliance replacement: Mike asked the library to pay 50% of the costs to replace the Community Room refrigerator (approximately \$400) and Men's Bathroom toilet (approximately \$300). The board approved this by consensus.

Carlson Dettmann salary study: JDQ's (job description questionnaires) were due from the City to CD on August 16. CD conducts a jobs evaluation for "internal consistency," answering the question of whether or not a job is being paid fairly compared to other positions within the city structure; and a market evaluation, meaning an analysis of whether or not salaries reflect relevant benchmarks in the marketplace. Alyson will attend a meeting on September 4 with a CD rep to review position descriptions; there is a meeting on September 19 that reviews CD results. From there, the City decides what to do, if anything, with the information in time to inform 2020 budget decisions. CD assigns a point system to each position based on what the position duties are. The library can make its' own decision separate from the City regarding study results if desired. The library will likely be responsible for about 20% of the CD study cost (approximately \$3000).

"Prepare" Training: At Fall Creek Public Library on Friday, September 6, from 5:00-7:00 pm, Leah Langby from IFLS and Jolene Sterk from Menomonie will present a session called "Prepare Training." It is an interactive training that helps front-line library staff feel prepared for a variety of interactions with the public. It emphasizes body language and verbal skills that can be used to de-escalate challenging situations. Library staff from Altoona, Fall Creek, Augusta, and Fairchild are invited to attend. The library will close at 4:30 pm that day in order to have as many Altoona staff members attend as possible. The board approved the early closure by consensus via telephone. The meeting is also a social event with dinner provided. Alyson will bring pizza and the other libraries will provide drinks/sides. The Board advised Alyson to put the pizza expense under training in the budget. Aside from the training, it is a nice opportunity to meet staff from nearby EC County libraries and compare notes.

The Board would like Alyson to amend the library closing policy to say something similar to the following: "Closure for training for the benefit of the staff and well-being of the library may be under the discretion of the Library Director." Alyson will print out the amended policy for the September meeting.

June and July Circulation Statistics: In June, 2019, our checkouts were **higher** than June, 2018 (11,368 vs. 10,357); we had fewer renewals (2,402 vs. 3,263) but our overall circulation was higher (13,770 vs. 13,620). System-wide, we were 8th in

checkouts and 8th in renewals in 2018, and 7th in checkouts and 7th in renewals in 2019.

In July, 2019, our checkouts were **higher** than July, 2018 (11,692 vs. 10,244); we had fewer renewals (2,833 vs. 3,729) but our overall circulation was higher (14,525 vs. 13,973). System-wide, we were 8th in checkouts and 7th in renewals in 2018, and 7th in checkouts and 7th in renewals in 2019.

LEPMPL checkouts were down June, 2018 to June, 2019 (62,175 to 58,782), and overall circulation was down (82,348 to 74,057).

LEPMPL checkouts were down July, 2018 to July, 2019 (63,768 to 62,263), and overall circulation was down (85,526 to 80,181).

June, 2018: EC borrowed from AL=3,475 items. AL borrowed from EC=2,019 items.
(+3,184.36)

June, 2019: EC borrowed from AL=3,463 items. AL borrowed from EC=2,283 items.
(+\$2,140.96)

July, 2018: EC borrowed from AL=3,510 items. AL borrowed from EC=2,269 items.
(+\$2,341.41)

July, 2019: EC borrowed from AL=3,639 items. AL borrowed from EC=2,379 items.
(+\$2,326.08)

So, LEPMPL borrowed **more** from AL June-July, 2019 vs. June-July, 2018 and AL borrowed **more** from LEPMPL.

Next board meeting: Wednesday September 25, 2019 at 9:00am.

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

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.