

Altoona Library Board Meeting Agenda
Wednesday, January 20, 2021
9:00 a.m.

**THE MEETING WILL BE HELD ON ZOOM TELECONFERENCE / VIDEO
CONFERENCE. DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO
ATTEND THE LIBRARY BOARD MEETING VIA THE APPLICATION, ZOOM UNTIL
FURTHER NOTICE.**

You may join the January 20 meeting from your computer, tablet or smartphone via

WEBSITE: <https://zoom.us/join>

MEETING ID: 865 4075 4566

MEETING PASSWORD: 259271

Or you can also dial in using your phone.

CALL IN PHONE NUMBER: 1-312-626-6799

MEETING ID: 865 4075 4566

MEETING PASSWORD: 259271

1. Call Meeting to Order
2. Roll call for Library Board
3. Approval of November, 2020 Minutes
4. Public Comments
5. President's report
6. Approval of November, 2020 expenses and financials
7. Approval of December, 2020 expenses and financials
8. Librarian's report
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 18, 2020 9:00 a.m.

Roll Call: Meeting called to order at 9:10 a.m. Board members present via Zoom: Liz Snyder, Liz Kaetterhenry, Brenda Schlafer, Deb Swan, and Melinda Smith. Sheila Presler and Sue Rowe were excused. Also present was Library Director Alyson Jones.

Election of Officers: Moved to the January, 2021 meeting.

Approval of Minutes: Motion made by Swan to approve minutes of the October 21, 2020 meeting with the discussed changes, 2nd by Kaetterhenry. **Motion carried.**

Public Comments: No formal comments.

President's Report: Liz received a letter that she will not be on the Library Planning Committee.

Approval of Expenses: Motion made by Schlafer to approve the October, 2020 expenses and financials, 2nd by Kaetterhenry. Snyder-yes; Swan-yes; Kaetterhenry-yes; Smith-yes; Schlafer-yes. **Motion carried.** Alyson updated the board that she was able to order 3 new computers for patron use.

Librarian's Report:

COVID-19 workload/staff activities: With the increase in COVID cases, the decision was made to offer only Grab and Go appointments at this time. Alyson will monitor changing COVID conditions and go from there. She feels that curbside service in the winter would be dangerous due to slippery conditions and snow piled up from plowing. Alyson also purchased three air purifiers for the library.

Fall programming-Book Clubs: The first Food for Thought and Book 'Em Mystery Book Club Mashup was on Tuesday, October 27, 2020 with 6 attendees via Zoom. This month *The Magpie Murders* by Anthony Horowitz will be discussed. The Zoom link will be posted on the library's website.

Library Planning Committee: There still has been no word about a schedule for the Eau Claire County Library Planning Committee. As mentioned previously, Liz was notified that there was already an Altoona resident selected (TBD). Alyson will let us know who was selected when she finds out.

Space Needs Analysis: On 10/21, Alyson met with Mike Golat and FGM Architects to review the space needs survey she completed, as well as a blueprint of the

library's footprint. She walked them through the layout and how each space was used. The architects also had the results of the 2015 Space Needs Study from John Thompson. On 11/10, Alyson met with this same group again to receive and review the results of their preliminary recommendations. After reviewing with the other FT staff and getting John Thompson's input, the next step is a meeting on Tuesday 11/17 to present our response to the architects' preliminary recommendations. Alyson is generally positive but feels that the space estimates are too small, especially for storage and collections. The proposal adds 3700 square feet and includes a study/meeting room, study cubicles, offices for Regina and Martha, a dedicated programming area, expanded youth area, drive-up book drop, staff bathroom and break room. Alyson said she would prefer to have stacks than private study rooms. Given the current COVID situation, FGM will be holding off on their planned on-site visits for a while. The original plan had the architects submitting their final report by the end of the year.

Interlibrary levy discussion: In October, the Fall Creek Library director arranged a Zoom meeting of all other EC County libraries and IFLS to discuss the Eau Claire County-Wide Service Agreement. She pointed out that the agreement for county libraries to reimburse each other for patron checkouts is relatively unique to EC County (there may be a couple other counties in the state, but certainly none other in IFLS, which is comprised of ten counties). She also said that her Board has instructed her to withdraw from the agreement. The discussion will continue, and some important questions need to be answered. What does one library's withdrawal mean for the remaining libraries? Deciding not to provide service to Fall Creek patrons would be a violation of our IFLS membership agreement. What will Eau Claire want to do (we pay the vast majority of our money to EC)? What can we expect as far as what we'll have to pay (vs. what we'll receive) next year and beyond? Pros: elimination of our largest budget expense (outside of payroll); foster the ability to collaborate and share programs. Cons: elimination of possible revenue; no guarantee that the City of Altoona would be willing to give the money that would have paid the intermunicipal levy to the library. There will be another meeting on December 9 and Alyson will keep the Board posted on the discussion.

2021 Budget: The final city budget approval is slated for November 19. Alyson will keep us updated.

Donation: At the end of October, the library received a very generous anonymous donation of \$29,167.94. The money has been deposited in our CCF checking account. Alyson hopes to use it to buy furnishings, items needed if there is a library expansion.

October, 2020 Circulation Statistics:

In October, 2020, our checkouts were lower than October, 2019 (5,301 vs. 9,421); we had fewer renewals (1,897 vs. 2,366), and our overall circulation was lower (7,198 vs. 11,787). System-wide, in 2019, we were 8th in checkouts and 9th in renewals. In 2020, we were 8th in checkouts and 8th in renewals.

LEPMPL

LEPMPL checkouts were lower October, 2019 to October, 2020 (49,344 vs. 22,795); its overall circulation was lower (65,151 vs. 34,026).

(Altoona's overall circulation was down 38.9% of last year's number. EC's overall circulation was down 47.7%)

October, 2019: EC borrowed from AL=2,635 items. AL borrowed from EC=2,309 items. (-\$549.74)

October, 2020: EC borrowed from AL=2,185 items. AL borrowed from EC=775 items. (+\$3,886.30)

So, LEPMPL borrowed **less** from AL in October, 2020 vs. 2019, but AL borrowed significantly **less** from LEPMPL. We are keeping AL patrons and gaining some EC patrons.

Review of ARJ 2021 Goals: Alyson's goals for 2021 were reviewed. They are very similar to 2020. One notable change is her goal to identify and facilitate ways to assist community members in using library services to navigate COVID-19 difficulties.

Next board meeting: There will be no meeting in December, but we will hold open Wednesday December 16, 2020 if needed. The next meeting will be Wednesday January 20, 2021 at 9:00 a.m. via Zoom.

Adjourn: Swan motioned to adjourn, 10:02 a.m., 2nd by Kaetterhenry. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.