

Altoona Library Board Meeting Agenda
Wednesday, September 15, 2021
9:00 a.m. in the City Hall Council Chambers
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:
 - August 16, 2021 Special Meeting.
 - August 24, 2021 Regular Meeting.
 - September 9, 2021 Special Meeting.
 - September 10, 2021 Special Meeting.
4. Public Comments
5. President's report
6. Approval of August, 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 Interviews.
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

Monday, August 16, 2021 9:00 a.m.

Roll Call: Meeting called to order at 9:02 a.m. Board members present: Liz Snyder, Liz Kaetterhenry, Brenda Schlafer, Deb Swan, Melinda Smith, and Sheila Presler. Sue Rowe was excused.

Approval of Minutes: Motion made by Swan to approve minutes of the July 21, 2021 and July 27, 2021 meetings with the discussed revisions, 2nd by Smith. **Motion carried.**

Public Comments: None.

President's Report: The Library Director position was posted. Sheila is monitoring for applications. The closing date is 8/23/21.

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

Librarian's Report:

Masks reintroduced: Starting August 2, masks became required again in all City buildings for everyone ages 2 and older regardless of vaccination status. The library's website and signs were updated and posts were made on social media. Alyson expects compliance to be less than before. Staff offers masks to patrons as they come in if needed. Alyson ordered more masks and staff will continue to advertise the policy and model the behavior.

2021 Summer Reading Program: There were 340 SRP registrants. This is up over last summer (277) but down from 2019 (775). There were 250 kids, 54 teens, and 81 adults. Prizes were distributed this week and more will go out next week.

Cleanup activities: Alyson has a few administrative goals before leaving August 28. She would like to finish weeding the adult fiction section of the library; have orders for high-demand new adult materials up to date; help clear out storage areas and the Community Room in anticipation of fall programming; clean up her desk area and electronic files; and finish a packet of helpful instructions on a variety of topics to help with the transition. The board suggested perhaps a budget checklist/helpful hints including a list of names and phone numbers for who to contact for budget preparation needs. The board would like Alyson to see if there are any updated numbers available from the county yet regarding the inter-municipal agreement. The board questioned if full public hours resume in September and will ask Alyson.

July, 2021 Circulation Statistics:

In July, 2021, our checkouts were more than July, 2020 (9,136 vs. 4,078); we had more renewals (2,295 vs. 1,539), and our overall circulation was higher (11,431 vs. 5,617). System-wide, in 2020, we were 7th in checkouts and 9th in renewals. In 2021, we were 7th in checkouts and 8th in renewals.

LEPMPL

LEPMPL checkouts were up July, 2020 to July, 2021 (38,921 vs. 21,414); its overall circulation was up (30,954 vs. 52,179).

July, 2021: EC borrowed from AL=3,711 items. AL borrowed from EC=1,157 items.
(+\$5,547.95)

July, 2020: EC borrowed from AL=1,889 items. AL borrowed from EC=761 items.
(+\$3,013.16)

Closed Session: Motion made by Presler to go into closed session at 9:21 a.m., 2nd by Swan. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Presler-yes; Schlafer-yes. **Motion carried.**

Reconvene to Open Session: Motion made by Schlafer to reconvene to open session at 10:12 a.m., 2nd by Presler. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith yes; Presler-yes; Schlafer-yes. **Motion carried.**

The Library Director's job description was reviewed, preparation and timeline for Library Director interviews was discussed, employee compensation was approved, and a closed session meeting was scheduled for August 24, 2021.

Motion made by Swan to approve the Library Director's job description, 2nd by Smith. **Motion carried.**

Next board meeting: Tuesday August 24, 2021 at 9:00 a.m. in person in the city council chambers.

Adjourn: Schlafer motioned to adjourn, 10:20 a.m., 2nd by Swan. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.

Altoona Library Board Minutes

Tuesday, August 24, 2021 9:00 a.m.

Roll Call: Meeting called to order at 9:08 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 Presler to go into closed session at 9:10 a.m., 2nd by Swan. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Presler-yes; Rowe-yes; Schlafer-yes. **Motion carried.**

Reconvene to Open Session: Motion made by Schlafer to reconvene to open session at 10:42 a.m., 2nd by Rowe. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith yes; Presler-yes; Rowe-yes; Schlafer-yes. **Motion carried.**

Library Director candidates were chosen for a first round of interviews and interview questions were discussed.

Closure of Library on 9/7/21: A vendor-dictated software upgrade will occur on 9/7/21 that will result in the inability to complete most library functions. Motion by Schlafer to close the library to the public on 9/7/21 due to a Sierra software upgrade/disruption of service, 2nd by Presler. **Motion carried.**

Next board meeting: The next meeting date will be determined via e-mail.

Adjourn: Schlafer motioned to adjourn, 10:47 a.m., 2nd by Swan. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones

Altoona Library Board Minutes

Thursday, September 9, 2021 *8:30 a.m.*

Roll Call: Meeting called to order at 8:30 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 Presler to go into closed session at 8:32 a.m., 2nd by Swan. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Presler-yes; Rowe-yes; Schlafer-yes. **Motion carried.**

Reconvene to Open Session: Motion made by Rowe to reconvene to open session at 11:57 a.m., 2nd by Schlafer. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Presler-yes; Rowe-yes; Schlafer-yes. **Motion carried.**

Library Director candidates were interviewed.

Motion made by Swan to pay Regina and Martha an extra \$375 each for the month of September, 2nd by Presler. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Presler-yes; Rowe-yes; Schlafer-yes. **Motion carried.**

Next board meeting: The next regular monthly meeting is September 15, 2021 at 9:00 in person in the city council chambers.

Adjourn: Schlafer motioned to adjourn, 12:07 p.m., 2nd by Swan. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer

Altoona Library Board Minutes

Friday, September 10, 2021 8:30 a.m.

Roll Call: Meeting called to order at 8:52 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 8:53 a.m., 2nd by Smith. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Presler-yes; Rowe-yes; Schlafer-yes. **Motion carried.**

Reconvene to Open Session: Motion made by Snyder to reconvene to open session at 11:40 a.m., 2nd by Rowe. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith yes; Presler-yes; Rowe-yes; Schlafer-yes. **Motion carried.**

Library Director candidates were interviewed and final candidates were chosen for in-person interviews. Details for conducting the in-person interviews were discussed.

Next board meeting: The next regular monthly meeting is September 15, 2021 at 9:00 in person in the city council chambers.

Adjourn: Rowe motioned to adjourn, 11:42 a.m., 2nd by Smith. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer