

# Altoona Library Board Meeting Agenda

Wednesday, April 20th, 2022

9:00 a.m. in City Council Chambers

Altoona City Hall, 1303 Lynn Avenue, Altoona, WI 54720

1. Call meeting to order
2. Roll call of Library Board Members
3. Approval of the March 16<sup>th</sup>, 2022 Library Board meeting minutes
  - a. Approval of closed session minutes, if necessary
4. Comments from the public?
5. Library Board President's report
6. Approval of March 2022 expenses and financials
7. Librarian's Report
8. Hiring Update – Clerks
9. Review charges for copies, scans, faxes, printing, etc.
10. Potential purchases necessary
11. 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. Current Staff Personnel Evaluations
  - b. Discussion of new hire/potential new hire(s)
12. Motion to reconvene to Open Session for possible consideration on the matter entertained in Closed Session.
13. Items to consider for next agenda
14. Schedule date, time, and location for next meeting (May 18 is 3<sup>rd</sup> Wednesday)
15. Adjournment.



## Future Reference:

May: Election of Officers

June: Review of Library Director's contract

November: Review of long-range and strategic plan goals and progress.

Requests from persons with disabilities who need assistance to participate in, or listen to, this meeting should contact the Library Director at 715.839.5029, or email [awilken@altoonapubliclibrary.org](mailto:awilken@altoonapubliclibrary.org) or [altoonapl@altoonapubliclibrary.org](mailto:altoonapl@altoonapubliclibrary.org) with as much advance notice as possible.

Altoona Public Library  
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Altoona, WI 54720  
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715.839.5029

## Altoona Library Board Minutes

*Wednesday, March 16, 2022 1:00 p.m.*

**Roll Call:** Meeting called to order at 1:00 p.m. Board members present: Liz Snyder, Liz Kaetterhenry, Deb Swan, Melinda Smith, Sue Rowe, Sheila Presler, and Brenda Schlafer. Also present was Library Director Arin Wilken.

**Approval of Minutes:** Motion made by Rowe to approve minutes of the February 23, 2022 meeting, 2<sup>nd</sup> by Presler. **Motion carried.**

**Public Comments:** Patrons are excited that programming is back.

**President's Report:** Snyder and Rowe met with Arin on 3/11/22. Snyder mentioned that election of officers will occur in May. She let the Board know that she will remain on the Board but will not serve as President.

**Approval of Expenses:** Motion made by Rowe to approve the February, 2022 expenses and financials, 2<sup>nd</sup> by Schlafer. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Rowe-yes; Presler-yes; Schlafer-yes.

Snyder suggested we look into CD/investment options for some of the money we have in our checking account. Arin will contact CCF Bank.

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

**125<sup>th</sup> Anniversary:** It was discovered that 2022 marks the 125<sup>th</sup> anniversary of the founding of the Altoona Public Library. The Friends of the Library will sponsor cake, coffee, treats, and free raffles/drawings.

**Staff meeting:** A second staff meeting was held on March 15<sup>th</sup>. Arin plans to have staff meetings at 8:00 a.m. on the third Tuesday of each month.

**Mentor:** Arin met with his mentor, Kim Hennings, from LEMPL. The meeting went well and they plan to meet again on April 15<sup>th</sup>.

**Programming:** Story Time started back up this week. Fifty-nine children have been signed up across the five sessions Regina offers. Regina also held a "PJ Story Time" in the evening that was successful. There are several programming collaborations coming up. There will be a HMoob/Hmong cloth-ball workshop on 4/9/22 and a HMoob/Hmong Story Time on 4/27/22. Regina is collaborating with the Altoona Autism and Behavior Center to offer a special Story Time in April for Autism Awareness Month.

The Summer Reading Program is taking shape with a theme of "Oceans of Possibilities." Regina has contacted over 20 businesses to secure funds, prizes and treats. She has booked all entertainers, developed both active and passive programs throughout the summer, and is putting

together prize bags for age appropriate raffles/drawings. Arin is working on adult activities for their part of the SRP. Untouched books in storage will be used for prizes and incentives. Some ideas include a botany scavenger hunt/nature walk, family fishing contest, and a movie in the park/parking lot.

**Staffing:** Stephanie Regenauer has accepted an offer of employment as a Circulation Clerk. She is making a career change and has a background in fundraising and grants at UWEC. She will start on 3/21/22. There is another circulation clerk opening that Arin is working on filling. Arin has been working on compiling a document regarding onboarding and orientation policy/procedures. He will email the Board a draft of the Onboarding/Orientation process when it is finished.

**Other:** There was additional miscommunication regarding the snow and ice removal. Arin will contact the city again to make sure the sidewalk is taken care of. Arin contacted Dave Walter at Public Works regarding the library signs. At the end of December, Dave submitted a signage request to the vendor. They do not know for sure when the signs will arrive.

The library is very short on storage as weeding is taking place. Arin will look into the cost of a storage unit. He will also contact BAM regarding the possibility of selling them used books.

**Review selected Altoona Public Library Policy Documents:** Arin will contact Betsy and request that she email the Board the City of Altoona Personnel Handbook.

#### **February, 2022 Circulation Statistics:**

February, 2022: EC borrowed from AL=16,632 items. AL borrowed from EC=2,227 items(+\$49,743).

**People Through the Door:** January, 2022=6,669. February, 2022=6,925.

**Closed Session:** Motion made by Rowe to go into closed session at 2:05 p.m., 2<sup>nd</sup> by Presler. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Rowe-yes; Presler-yes; Schlafer-yes. **Motion carried.**

**Reconvene to Open Session:** Motion made by Rowe to reconvene to open session at 2:31 p.m., 2<sup>nd</sup> by Swan. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Rowe-yes; Presler-yes; Schlafer-yes. **Motion carried.**

Action: The Board will review the City of Altoona's Personnel Handbook, develop an organizational chart, and consider possible items for presentation to library staff.

**Next board meeting:** Wednesday April 20, 2022 at 9:00 a.m. in person in the city council chambers.

**Adjourn:** Swan motioned to adjourn, 2:38 p.m., 2<sup>nd</sup> by Smith **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Arin Wilken.