

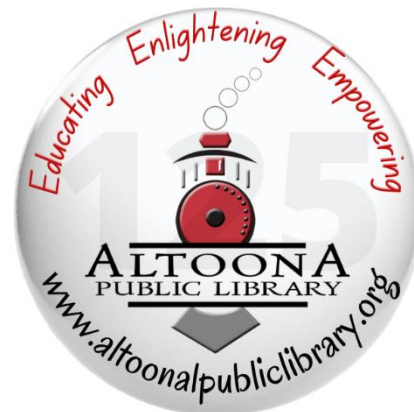
# Altoona Library Board Meeting Agenda

Wednesday, September 28<sup>th</sup>, 2022

1:00 p.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 August 17<sup>th</sup> Library Board meeting minutes
4. Public Comment
5. Library Board President's report
6. Approval of August 2022 expenses and financials
7. Librarian's Report for August 2022
8. Review 1<sup>st</sup> draft of 2023 budget proposal
9. Budget request for WLA Annual Conference
10. Revisit Discussion of Circulation, Collection Development, and Challenged materials policy
11. Need for new policy re: those with no photo id and/or permanent address; existing patrons who forgot library card and/or photo ID
12. Discuss artwork and bookmarks
13. Convene 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. Performance review of library director
  - b. Discussion of wage & compensation for managerial staff
  - c. Reconvene to open session for consideration on the matter entertained in closed session
14. Items to be added to next agenda
15. Schedule date, time, and location for next meeting
16. 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

1303 Lynn Avenue

Altoona, WI 54720

[www.altoonapubliclibrary.org](http://www.altoonapubliclibrary.org)

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715.839.5029

# Altoona Library Board Minutes

*Wednesday, August 17, 2022, 9:00 a.m.*

**Roll Call:** Meeting called to order at 9:00 a.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 Swan to approve minutes of the July 13, 2022, meeting with noted correction, 2<sup>nd</sup> by Presler. **Motion carried.**

**Public Comments:** Arin reported that there continue to be great comments regarding the library while at River Prairie. Attendance has been about fifty people and anywhere from 10-40 checkouts.

**President's Report:** None

**Approval of Expenses:** Motion made by Schlafer to approve the July 2022 expenses and financials, 2<sup>nd</sup> by Kaetterhenry. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith-yes; Rowe-yes; Presler-yes; Schlafer-yes. Arin has been working with Tina regarding the periodicals line of the budget. He believes it was a budgeting error in that less money was allocated for 2022 than 2021 which has resulted in an over budget. Arin reported that he continues to work on ordering materials/books. Tina will contact Arin when she thinks it is the right time to transfer money from money market to a CD.

**Librarian's Report:**

**Summer Reading Program:** The SRP for adults and children/teens has wrapped up and was highly successful with many positive comments.

**Flowers:** Regina collaborated with Chippewa Valley Growers and received free plants that she used to beautify the main entrance to the library and the area around the flagpole.

**Disc cleaning machine:** The disc cleaning machine has broken. A new one will be purchased (\$1800) as it would be a similar cost to repair the old one.

**Community room:** Arin met with Richard, the new Assistant City Administrator, to discuss the A/V system in the community room. The system is 20+ years old and not working properly. Richard will troubleshoot it, but it will need to be replaced at some point. The Board believes this should be a shared expense with the City. Arin will ask about splitting the cost with them. The Board also thinks a better option may be a smart TV instead of the current system.

**Collaborations:** Arin has made some positive connections in the community regarding possible programming ideas such as Norwegian history, "Decluttering and Downsizing for Families," and opportunities for collaboration with the Altoona Baseball and Softball Association. APL assisted the Boys and Girls Club with their Lemonade stand on the corner. Regina and Martha set up a library information booth at the "National Night Out" event with great attendance.

**Murals:** Several murals are being painted on the exterior of the library through a partnership with Visit Eau Claire and local artists. They are expected to be finished next week. There will be a media presence at some point, and Arin has asked to be included in that. There will also be a press release that Arin will share on social media and the library website.

**Grant:** APL received a \$200-\$250 dollar grant from the Chippewa Valley Book Festival committee to help bring a Wisconsin author to the library this fall. Arin is working on booking an author. The CVBF may offer another grant in the spring.

**Conferences:** Arin attended a conference in Madison on August 7<sup>th</sup> that focused on using Virtual Reality headsets to engage more people, particularly historically underserved populations. APL can keep the equipment, so Arin is looking at ways to utilize the hardware in the library as soon as possible. He also attended a “Play, Make, Learn” conference focused on ways to engage people of all age groups with technology, art, theater, dance, creative writing, and video games. Arin hopes to put this knowledge to use this fall.

**Staff:** Kim Butnick started as a clerk on August 2<sup>nd</sup>. Arin and Martha decided not to replace the open Library Page position for now. Arin has contacted CVTC about getting an intern from the library associate degree program.

**River Prairie:** *Rockin’ on the River* continues to go well. Arin has done a “pop-up book sale” at the booth to get rid of some of the books prior to the book sale due to lack of space. The Board suggested donating large print books to area nursing homes.

**Other:** With LEPMPL being closed, there has been a significant uptick in the number of patrons coming through the door. Many people have changed their “home library” to Altoona. Staff has been doing well managing the extra workload. Administrators from Altoona and Eau Claire will be setting up a formal meeting to discuss the Altoona/LEPMPL exchange- whether we pull out in 2024 or find a way to make it more of an equitable exchange.

**Discuss/Approve/Disapprove new artwork:** Suggestions include: APL as an acronym may not be recognizable branding, prefer a quote other than the “bad libraries” quote, make sure hours are easy to see/read, vibrant library logo is very wordy- perhaps something like great libraries build communities, perhaps run with one logo (train your brain) vs. multiple logos.

**Procedure for control and reporting of cash in drawer:** Arin has been working on a procedure including which fund to deposit the cash, a schedule for deposits, and double-blind counting of cash. Rowe requested Arin bring back a written procedure to the Board for review.

**Challenged Materials Policy:** Smith researched similar policies from seven other libraries and shared what she had learned. Rowe suggested the Board table the Challenged Materials Policy and bring it back next month as a subsection of the Collection Development Policy.

**Circulation Policy:** The Circulation Policy was distributed and will be discussed at the September meeting.

**Holiday Closures:** Arin brought up the possibility of the library being closed the Saturday after Thanksgiving 2022. While the Board acknowledged Arin’s concerns, they chose to keep the library open the Saturday after Thanksgiving. They would like usage/traffic to be monitored and use that information to consider whether to open/close next year.

**Closed Session:** There was no need for closed session.

## **July 2022 Circulation Statistics:**

July 2022: EC borrowed from AL=3,723 items (\$3.98/item = \$14,817.54).

AL borrowed from EC=1,413 items (\$6.79/item = \$9,594.27). (+\$5,223.27)

**Items for next agenda:** Purchase of new laptops, Circulation Policy review, distribution of Collection Development Policy with Challenged Materials subsection, budget planning.

**Next board meeting:** Wednesday September 28, 2022, at 1:00 p.m. in person in the city council chambers.

**Adjourn:** Snyder motioned to adjourn, 10:16 a.m., 2<sup>nd</sup> by Swan. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Arin Wilken