

Altoona Library Board Meeting Agenda
Wednesday, January 26th, 2022
9:00 a.m. in 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 December 15th, 2021 Library Board meeting minutes
4. Approval of minutes from January 17, 2022 Special Board meeting
5. Public Comments
6. President's report
7. Approval of December 2021 expenses and financials
8. Approval of October 2021 financials
9. Librarian's Report
 - i. Pare down information contained in report?
10. Discuss weather and emergency closures policy (Weather/Covid/Staffing)
11. Schedule next meeting & items for the agenda
12. 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."
 - i. Personnel matters
13. Reconvene to Open Session for the purpose of discussion and possible consideration on the matter entertained in Closed Session.
14. 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 or altoonapl@altoonapubliclibrary.org with as much advance notice as possible.

Altoona Library Board Minutes

Monday, January 17, 2022 9:30 a.m.

Roll Call: Meeting called to order at 9:30 a.m. Board members present via Zoom: Liz Snyder, Liz Kaetterhenry, Brenda Schlafer, Deb Swan, Melinda Smith, Sheila Presler, and Sue Rowe.

Closed Session: Motion made by Rowe to go into closed session at 9:30 a.m., 2nd by Schlafer. 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 10:41 a.m., 2nd by Swan. Snyder-yes; Kaetterhenry-yes; Swan-yes; Smith yes; Rowe-yes; Presler-yes; Schlafer-yes. **Motion carried.**

A plan to address personnel issues was developed.

Next board meeting: The next regular monthly meeting is January 26, 2022 at 9:00 a.m. in person in the city council chambers.

Adjourn: Rowe motioned to adjourn, 10:43 a.m., 2nd by Schlafer. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer

Altoona Library Board Minutes

Wednesday, December 15, 2021 9:00 a.m.

Roll Call: Meeting called to order at 9:05 a.m. Board members present: Liz Snyder, Liz Kaetterhenry, Brenda Schlafer, Deb Swan, Sue Rowe, and Sheila Presler. Melinda Smith was excused. Also present was Library Director Arin Wilken.

Approval of Minutes: Motion made by Rowe to approve minutes of the November 17, 2021 meeting, 2nd by Kaetterhenry. **Motion carried.**

Public Comments: Presler mailed a response to the library patron who had sent the library a letter a few months ago. Arin reported that a library patron wishes to order pizza for the staff for the holidays.

President's Report: Snyder shared a November, 2021 *Smithsonian* magazine article about the Memphis Public Library.

Approval of Expenses: Motion made by Rowe to approve the November, 2021 expenses and financials, 2nd by Schlafer. Snyder-yes; Kaetterhenry-yes; Swan-yes; Rowe-yes; Presler-yes; Schlafer-yes. October's expenses and financials were not available as of the November meeting and were inadvertently missed in the December meeting. October expenses will need to be approved at the next meeting.

Librarian's Report:

New Library Director: Arin Wilken started as Library Director on November 15, 2021. Prior to coming to Altoona, Arin was the director at the Mondovi Public Library and the Genoa City Public Library.

COVID-19 Updates: Rowe will follow-up with Mike Golat regarding a mask exemption for Regina for Storytime.

Annual Review/Goal Setting Meetings with Staff: Arin has been meeting with each staff member individually over the last week and will continue to do so through the end of the year. The purpose is to get to know staff, discuss each employee's role, expectations, and set 1-3 SMART goals for each person to accomplish in the next year. Arin will meet with each staff member again in about 6 months to see how progress is going. When actual performance reviews are done in 2022, Arin will look at how successful each person was on reaching their goals, what helped or hindered them, and setting new goals for 2023. Arin will also schedule time in the beginning of 2022 to job shadow each staff person, ask questions, and observe what each employee actually does as opposed to what the job description states.

Miscellaneous: The book sale went well. Arin suggested having a free will donation instead of set prices at the next book sale. He believes it would increase the dollar amount brought in.

Sharon Price put in her two week notice. Her last day is 12/15/21. Arin will speak with her regarding an exit interview.

APL will be getting a new Waltco courier driver effective Monday, December 20.

2021 End of Year Wish List: Arin presented a wish list of items that he would like to purchase provided that it fits into the remaining budget numbers. The “yes” list includes 4 tablets or chromebooks for in-library use, beef up weaker collections (graphic novels, comics, etc.), a Canva Pro subscription (\$120/year), lockers for staff use (\$1300), end cap educational items/panels (2-4 panels at \$750 each), paper cutter (\$150), two more table top tennis games (\$360). The “maybe” list includes 4 Nintendo Switch units (\$1500), Switch lending library (\$60/game), water fountain with filter (\$1200-\$2000-check with City first), and a Canopy free streaming service (\$2100). Motion made by Rowe to approve Arin to purchase individual items on the wish list as discussed not to exceed the available amount in the 2021 budget, 2nd by Schlafer. Snyder-yes, Kaetterhenry-yes, Swan-yes, Rowe-yes, Presler-yes, Schlafer-yes. **Motion carried.**

November, 2021 Circulation Statistics:

In November, 2021, our checkouts were more than November, 2020 (6,919 vs. 4,579); and our overall circulation was higher (7,725 vs. 6,245).

LEPMPL

LEPMPL checkouts were greater in November, 2021 than November, 2020 (35,317 vs. 11,580).

November, 2021: EC borrowed from AL=2,187 items. AL borrowed from EC=703 items. **(+\$4,003.91)**

November, 2020: EC borrowed from AL=1,807 items. AL borrowed from EC=607 items. **(+\$3,343.24)**

Closed Session: Motion made by Rowe to go into closed session at 10:10 a.m., 2nd by Schlafer. Snyder-yes; Kaetterhenry-yes; Swan-yes; Rowe-yes; Presler-yes; Schlafer-yes. **Motion carried.**

Reconvene to Open Session: Motion made by Snyder to reconvene to open session at 10:22 a.m., 2nd by Schlafer. Snyder-yes; Kaetterhenry-yes; Swan-yes; Rowe-yes; Presler-yes; Schlafer-yes. **Motion carried.**

Motion made by Rowe to create a sub-committee of the Board comprised of two Board members to standardize our hiring practice to be more aligned with the City’s

processes/procedures, 2nd by Presler. **Motion carried.** Sue Rowe and Liz Snyder volunteered to be on the sub-committee.

Weather Emergency Closure Policy: This policy will be discussed in the January, 2022 meeting. Arin will bring copies of the old and new/proposed policy for discussion.

Next board meeting: Wednesday January 26, 2022 at 9:00 a.m. in person in the city council chambers.

Adjourn: Rowe motioned to adjourn, 10:25 a.m., 2nd by Swan. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Arin Wilken