

Submitted by Carol Lichtenberg - Alta Library Board Secretary

Alta Community Library Board Minutes from February 13, 2025 Meeting

Call to Order by Board President, Bruce Hinkeldey at 5:15 p.m.

Present: Director - Gigi Nelson, Board -Bruce Hinkeldey, Anna Garcia, Anne lehl, Carol Lichtenberg

Absent: Willa Casstevens, Colleen Schwanz, Colleen Carlson-Konop - Board Members

Visitors: Lorinda Peterson - Citizen member of the Library Steering Committee, Pam Henderson - Alta City Council, Kevin Walsh - Alta City Mayor, Mallory Richter - PTO

On a motion by Carol Lichtenberg and seconded by Anna Garcia, the Jan. 9th agenda was approved with the following additions, item #5 PTO report, added Cell Phone Contracts under Old Business.

The meeting convened with Library Relocation Discussion as Bruce Hinkeldey reported that at a meeting of the Alta City Council with Gigi and Bruce present, the Council failed to act on the Library Board recommendation to have Beck Engineering relook at the “old hospital building” (requested per the results of the Town Hall meeting). Mayor Kevin Walsh then reported that there are two areas on which a new building could be placed, pending working out some details. These are as follows: city owned property south of the new school, which is currently a retention pond for the new residential addition and the other site is at the south end of main street across the road to the west which is a corner lot owned by the Industrial Board. The retention pond would need to be studied by Beck Engineering to see if this area could be a potential building site and the cost to make it a workable building site. The west corner lot is next to a home and some possible rezoning might be needed along with checking with the current residents in this building addition. Speculation on the west corner lot – it was felt that it would allow for about 4,000 square feet of building, about 9 parking spaces and possibly a small amount of greenspace, with one negative being that it would require children to cross a busy main street for after school programs. Cost of the west corner lot (owned by the Industrial Board) is \$30,000. Cost of preparing the retention pond area for a building site is unknown at this time. It was felt by all that we need to look at a new structure at this point and the Library Board will schedule a meeting with Beck Engineering to proceed with starting plans for a new structure that would address the library’s needs (approximately 4,000 sq. feet). On a motion by Carol Lichtenberg, seconded by Anne lehl (passed unanimously), the Board asks the Alta City Council to move forward as soon as possible to locate ground for a new library. When asked if the park location is still a possibility, it was felt that it would be, but these two newest locations will be explored first. To close out this portion of the meeting, Mayor Kevin Walsh asked that the council be provided with a list of needs/updates needed at the VFW for the upcoming move of the library to this temporary location. Gigi and Bruce and Carol will meet at the VFW Thursday, February 20th at 2:00 p.m. to try to aid Gigi with this list of needs.

Bruce reported on the cost estimates for the moving of the library. Hallett (a Chicago based company) estimated the cost at approximately \$28,000.00. A company from Sioux City, Claeys Brothers (experienced in moving schools) did come to Alta Library and estimated \$16,542.00.00 and that it would take approximately one week. They will load and unpack, but for liability reasons, will not secure shelves to the walls. On a motion by Anne lehl, seconded by Anna Garcia (unanimously approved),

Bruce will contact Claeys Brothers to get us on their schedule in June, 2025. Funds for this can be taken from our budget as well as the savings account which is currently at \$15,574.71.

Mallory Richter from the Alta-Aurelia PTO was present to review Dolly Parton funds and report that the PTO will be donating proceeds from the Spring Book Fair to the Dolly Parton fund. She left a sign up sheet, volunteers are needed to work the March 10th-13th dates. Additional possible fundraisers discussed were an ice cream social possibly at the fall Back to School/Meet the Teacher dates, a pie sale at the BV County Fair again this summer and going back to local businesses and organizations to request donations. The additional fundraisers will be discussed more at the March board meeting.

January 9th Board minutes and January 12th Town Hall/Board meeting minutes were approved on a motion by Anne lehl and seconded by Anna Garcia, passed unanimously.

Past Statistical and City Revenue and Expense Reports were accepted. Gigi made mention of the process to weed out the outdated Junior Non-Fiction books (mainly sports related) and replacing them with a series of MidAmerica Books. Website visits were up in January and it was noted that a few new patrons were added.

After a motion by Carol Lichtenberg and seconded by Anne lehl, the February bills were approved for payment.

Old Business

1. Gigi continues to work with Terry Williams at NeoTek to assist in getting Microsoft set up with email addresses and transfer of information from the old email address that the State of Iowa is discontinuing. She is researching setting up a contract with Terry to retain him as our tech support, stating that his hourly rate is \$90.00 per hour.
2. Director's Training with Work Day Learning - No updates this month.
3. Review of FY26 Budget per earlier email to the Board. The moving expenses were added into the FY26 Budget bringing the total up to \$131,830. Motion by Anne lehl and seconded by Anna Garcia to approve the budget (unanimously approved). Gigi will take this to the council for approval.
4. Cell phone purchase/contracts were discussed per the information emailed earlier from Carol Lichtenberg and Colleen Schwanz. Purpose of cell phone/amount of use/will cell phone stay in library, etc. were discussed. This will be looked at again in March. Gigi will check with other libraries to see if they use personal cells or a business cell. Gigi will also check if Alta Municipal Utilities has a cell phone contract with Verizon since it might be cheaper to add on to that policy if we went with a monthly contract vs. a tracfone.

New Business

1. The Director's Report and City Council Report were reviewed.
2. Motion to approve contract with moving company was completed during library relocation discussion.
3. Wage Increases for the staff (3%) and the director (raise to \$20.00 per hour) were approved unanimously following a short discussion and motion by Anna Garcia, seconded by Anne lehl.
4. FY26 budget approved earlier in the meeting.

The next regular monthly Board meeting will be Thursday, March 13, 2025.

Following a motion by Carol Lichtenberg and seconded by Anna Garcia, the meeting was adjourned.