

**Submitted by Gigi Nelson - Secretary**

**Alta Library MINUTES FROM June 16, 2022 SPECIAL MEETING  
BELOW:**

1. Call to Order by Jeri Kolpin, Board Vice President @ 5:18 pm
2. Roll call for quorum - A quorum was present in person. Present: Gigi Nelson, Jeri Kolpin, Colleen Schwanz (by cell phone), Anna Garcia, Gretchen Miller (by cell phone), Elizabeth Snyder. Absent: Anne Iehl
3. Approve Agenda: The special meeting was held within 24 hour notice, to approve an interim director for the summer months. Motion to approve by Colleen and 2<sup>nd</sup> by Anna. Approved
- 4. New Business:**
  - a) Interim Director Position: Made adaptation to standard job description specific needs of applicant: 20 hours per week minimum Weekly payment minimum 20 hours per week but can be paid accordingly for any extra hours worked over 20 hours. The interim director will schedule her necessary time off for doctor appointments, personal days she needs, scheduling staff to cover library hours and duties. She has full authority to change the calendar and work schedules as necessary to complete inventory and weeding or other program tasks. She will monitor the cleaning staff for their duties and hours.
  - b) Installation of Laura Turnquist as interim library director. Motion by Elizabeth, 2<sup>nd</sup> by Colleen. Approved Contract document signed by Jeri (Vice Pres), Gigi (Secretary) and Laura. Copy to be given to Megan, City Clerk.
5. Discussion: Gretchen advised on her investigation and work with Denise to organize closets for more totes and a new vacuum cleaner. She recommended that Laura purchase the totes to fit each storage closet and a Dyson rechargeable & cordless vacuum immediately. The funds remain in the budget for maintenance needs so no need for motion to purchase.

**6. Next Meeting: Monthly Board Meeting on July 14<sup>th</sup> @ 5:15pm**

7. Meeting Adjourned @ 5:43 pm