

Submitted by Gigi Nelson - Secretary

Alta Library MINUTES FROM April 7, 2022 MEETING BELOW:

1. Call to Order by Anne Iehl, Board President @ 5:25 pm
2. Roll call for quorum - A quorum was present in person. Present: Director: Andrea Peterson, Anne Iehl, Gigi Nelson, Jeri Kolpin, Colleen Schwanz. Absent: Gretchen Miller, Anna Garcia, Elizabeth Snyder.
3. Approve April Agenda: No changes Motion to approve by Gigi, 2nd by Colleen. Approved
4. Citizen Input – Visitor Jesse Peterson – No comments
5. Approval of March 2022 Minutes – Change of April meeting notice, to be April 7 from April 14 per March Meeting motion. Motion to approve with change by Jeri, 2nd by Colleen. Approved.
6. Statistical Reports – Reviewed Feb & March Statistical Reports. Attendance up greatly in March due to the programs and book fair held.
7. City Revenue and Expense Reports – Reviewed Feb & March reports. Question on Workman’s Comp and Property Insurance expenses. Discussion on details and what is not known on policies. Will inquire with City Clerk.
8. Approval of April Bills – Ingram supplier had a credit from overpayment in January applied to March invoice. Invoice lower than usual. Andrea to review renewal of periodicals and magazines. Motion to approve bills by Colleen, 2nd by Jeri. Approved
9. Unfinished Business
 - a. Dolly Parton Imagination Library – Gigi will research 501c3 non-profits in the Alta and Aurelia communities for next meeting.
 - b. Director Benefits/Job description – Revised job description doc again reviewed. A copy sent to Bonnie McKewon of State Lib. She will update state criterion per new state update. Special meeting to be held to approve final doc.

- c. Digitized Records / Grant news story – The digital newspaper file was mistakenly linked to Storm Lake Library instead of Alta’s website. The link will be put into a county file and then fixed into the Alta Lib website. Andrea will submit invoice to be reimbursed for the \$5000.

10. New Business

- a. Director’s Report: Andrea submitted formal letter of resignation. Also she advised regarding an opening for a summer librarian needed for summer children’s programming. Updates given on other staffing needs. List of concerns given to Andrea from Staff for final before her last day as director. Andrea to send 28E Agreement doc to Anne Iehl for review. Termination date: April 21. Reviewed the April calendar.
- b. Board Member Openings: Anna Garcia term expires 6/22. Elizabeth Snyder’s term ends 6/24: appoint replacement for 2 years balance. Gretchen Miller advised leaving the board, term ending 6/23: appoint replacement for the 1 year balance.
- c. Discussion: Andrea reported on agreements extended for one year each: Bridges programming and Enrich Iowa Agreement (state funding). Need to review 28E Agreement, invite Principal Tim Scott to board meeting, arrange for summer cleaning of library. Calling Special Meetings as needed for hiring process of new director.

11. Next Meeting: May 12th @ 5:15pm

12. Meeting Adjourned @ 6:45 pm