

**Submitted by Gigi Nelson - Secretary**

**Alta Library MINUTES FROM February 24, 2022 MEETING BELOW:**

1. Call to Order by Anne Iehl, Board President @ 5:19 pm
2. Roll call for quorum - A quorum was present in person. Present: Gigi Nelson, , Elizabeth Snyder, Jeri Kolpin, Colleen Schwanz, Director: Andrea Peterson. Absent: Anna Garcia, Gretchen Miller
3. Approve Agenda: No changes – Colleen Moved/Elizabeth 2<sup>nd</sup> to approve agenda.
4. Citizen Input – none
5. Unfinished Business
  - a. Director's Report: Andrea presented the work schedule calendar for the month of her leave of absence (Feb 28 through March 28). Discussion on the calendar with assigned hours and duties for the staff. Board members can volunteer to help for the annual school book fair week of 3/13 – 3/18. The regular library board meeting will be held on 3/10/22 with agenda to approve time cards, bills and budget for 2022-23. Other reports to be presented following Andrea's return. Anne advised that Andrea will need a medical release from the doctor to return for her duties. Motion by Jeri/ 2<sup>nd</sup> by Gigi.
6. **Next Meeting: March 10<sup>th</sup> @ 5:15pm**
7. Adjourned at 5:35 pm. Motion by Gigi/2<sup>nd</sup> Elizabeth