

Submitted by Colleen Schwanz – Vice President
Alta Library Minutes from October 12th, 2023
At: Alta Community Library
1009 S. Main Street, Alta IA 51002
Time: 5:15 p.m.

Call To Order: The meeting was called to order by President Bruce Hinkeldey at 5:15 p.m.

Present: Director, Gigi Nelson, Board: Bruce Hinkeldey Colleen Schwanz, Willa Casstevens and Colleen Carlson-Konop, Anne lehl Absent: Anna Garcia.

Visitors: Pam Henderson, Alta City Council member, Kate Kealy, Reporter from Storm Lake Times-Pilot, and Carol Lichtenberg.

Corrections and Approval of September Agenda – No changes. Motion to approve by Colleen Schwanz, seconded by Colleen Carlson-Konop. Approved by all and carried.

Citizen Input: Pam was there to hear any discussions regarding the possibility of a move and Carol was asked to join our Library board and felt it important to come and observe a meeting.

Approve September Meeting Minutes – Regular and Special – Colleen Carlson -Konop mentioned that her name was misspelled in the last meeting minutes. Colleen Carlson-Konop motioned to approve the regular meeting minutes with the correction. This motion was seconded by Anne lehl, approved by all and carried.

Accept & File Past Statistical Reports – The September statistical reports were reviewed by the board.

Accept & File Past City Revenue & Expense Reports – The revenue and expense reports were reviewed by the board.

Approve October Bills – October bills were reviewed by the board. A motion was made by Anne lehl to accept and approve the October bills. This motion was seconded by Colleen Carlson – Konop, approved by all and carried.

Old Business

- Board member search update – Bruce asked Carol Lichtenberg if she would consider running for the board. Carol is sitting in on the meeting to get a feel for the position.
- Staff Hire – Gigi Nelson met with Amy Norris and offered her a library clerk position and she accepted.
- Hot Spot Report – No update.

New Business

- **Director's Report –**

- 1) Dolly Parton Imagination Library Invoice paid.
- 2) Scholastic Book Fair 2023 run by the PTO in November. There will be a donation box in the library if anyone wants to just donate also. Goal is to raise \$1000 for the PTO and Dolly Parton library.
- 3) Meetings with Denny Olhausen & Lorrie Lockwood to define school check out processing procedures. Zach has been working on update to the computer system.
- 4) Collections will not be checked out to each other.
- 5) County librarians met 10/11/2023 at the Storm Lake Public Library. The group will recommend a 3.5%-4% funding increase from the Board of Supervisors in November.
- 6) Working on the 2023 State of Iowa Survey, due 10/31/2023.
- 7) Held a staff meeting, went well, and will continue to hold staff meetings regularly.
- 8) Donation received from Allete Energy for \$250 designated for children's after school programs.
- 9) Updated the board on school staffing changes.
- 10) Security cameras will be installed by Power Solutions in the entrance and foyer area.
- 11) Will need new signage to indicate new library spaces.
- 12) Will need to start paying for our own phone line, approximately \$100/month.

- **Reviews for wage increases to approve in November meeting** - Gigi explained that we are behind in offering wage increases to staff. Will have more information following the staff reviews.

- **Tour New Library space changes & update from steering committee -**

The board was very impressed with all the work that has been done to separate the books and to set up a workable solution for the library. Partitions are to be set on Friday.

Discussion on Library Building Search – The steering committee should include members of the City Council. Pam Henderson said she would sit on this committee, and she would find a second board member to help on this committee.

Next Board Meeting – November 9th, 2023 @ 5:15 p.m.

Adjournment – A motion was made by Willa Casstevens to adjourn the meeting. This motion was seconded by Colleen Schwanz. Approved by all and carried. The meeting adjourned at 6:25 p.m.