

Submitted by Gigi Nelson - Secretary

Alta Library MINUTES FROM November 11, 2021, MEETING BELOW:

1. Call to Order by Anne Iehl, Board President @ 5:22 pm
2. Roll call for quorum - A quorum was present in person. Present: Anne Iehl, Gigi Nelson, Elizabeth Snyder, Gretchen Miller, Colleen Schwanz, Jeri Kolpin, Director: Andrea (Hogrefe) Peterson. Absent: Anna Garcia
3. Approve Agenda: No changes – Gigi Moved/Elizabeth 2nd to approve agenda.
4. Citizen Input - none
5. Approval of October Minutes – Changes: under Director’s Report, strike the live Streaming over FB of Lessons of the Holocaust. Change Item 12. Adjourned at 8:40. Motion to approve with changes noted by Elizabeth/2nd by Gretchen. Approved
6. October Statistical Reports – Annual State Report for FY2021 was submitted on 10/31. Mention of the donation made by ALLETE this month. Noting 57 children and adults attended the Halloween program.
7. October City Revenue and Expense Report – Will be submitted next month due to City Office closed for Veterans Day today.
8. Approval of Sept/Oct Bills – Reviewed timecards and noting that Andrea is signing off on each timecard officially as director. Reviewed changes to the Billing Spread Sheet, adding week dates and hours worked per employee. Comment that Amazon billing on books, DVDs and magazines is for Sept and October invoices. Gretchen Moved to accept, Jeri 2nd. Approved.
9. Unfinished Business
 - a. Dolly Parton Imagination Library – Anne Iehl will attend Kiwanis meeting. Andrea to confirm they can be a 501C3 partner by contacting either Deb Hinkeldey or Pam Henderson.

- b. Director Benefits/Job description – Committee met on Monday, Nov 8 to organize and discussed with Megan creating a survey to be sent to other libraries for reporting on director benefits. They reviewed part time hours along with comparison to public library open hours. Suggesting a review of the calendar of scheduling that Andrea works on monthly for understanding of employee schedules.
- c. Security Camera – Andrea will contact the School Superintendent about installing a camera. Security ‘block’ door coverings were applied onto the library entrance doors (one way viewing- can see out from inside but not into the building from outside location).

10. New Business

- a. Director’s Report:
 - i. Lessons of the Holocaust program by Brad Wilkening: 15 attendees. Excellent presentation
 - b. Thank you: Gretchen purchased gift/card. Will present to Harold Carstens.
 - c. December Programming: Will confirm final, but today working on reinstating the movie night program. Possibly participating in both Holiday Hootenanny nights (12/4 & 12/18) at the BV Fair Grounds. Working on activity for the Hometown Christmas event.
11. News Article: Future news coverage on the \$5000 grant money received that is put toward the digital archiving of the Alta Advertiser newspapers. Andrea advised that digitizing is in process. Once finished, then a news article can be worked up.
12. Board Training: Countywide Lesson with Bonnie Mckewon via ZOOM to be held at 6PM on 12/2. Moving the Dec regular board meeting to same day at 5:15 pm.
13. 2022 Budget – begin looking at this for March deadline.
- 14. Next Meeting: Monday, November 11th @ 5:15pm**
15. Adjourned at 6:15 pm. Motion by Gigi/2nd Colleen