

Submitted by Carol Lichtenberg - Alta Library Board Secretary

Alta Community Library Board Minutes from January 9, 2025 Meeting

Call to Order by Board President, Bruce Hinkeldey at 5:15 p.m.

Present: Director - Gigi Nelson, Board - Willa Casstevens, Bruce Hinkeldey, Carol Lichtenberg, Colleen Schwanz, Colleen Carlson-Konop (by phone)

Absent: Anna Garcia and Anne Iehl, Board Members

Visitors: Lorinda Peterson - Citizen member of the Library Steering Committee, Pam Henderson - Alta City Council, Kevin Walsh - Alta City Mayor

On a motion by Willa Casstevens and seconded by Carol Lichtenberg, the Jan. 9th agenda was approved.

Library Relocation discussion centered on the upcoming Town Hall Meeting. Willa presented the power point slides developed. After some discussion, a slide highlighting the 2024 yearly numbers of usage and cardholders was added. The format/agenda for the meeting and published notices were reviewed. The Library Board was asked to be at the VFW by 1:00 p.m. to prepare for the meeting. Willa has notebooks for the attendees to break into small groups for discussion. Lorinda submitted an open letter to the board. She agreed to provide it to the Storm Lake Times as a letter to the editor. The Board scheduled a special board meeting for commence immediately after the Town Hall meeting. Agenda is for reviewing the notebooks with records. Action will be for a motion to recommend a site for engineering study to the City Council.

Following a motion by Colleen Schwanz and seconded by Willa Casstevens, the December meeting minutes were approved.

Past Statistical and City Revenue and Expense Reports were accepted. December attendance and usage was down slightly which is normal for winter and holiday months. Gigi did state that the budget is right at about 50% usage which is on track as we are halfway through the fiscal year. Books are gradually being purchased to bring our materials count back up (following the deletion/separation of the school owned materials).

Following a motion by Carol Lichtenberg and seconded by Colleen Schwanz, the January bills were approved for payment.

Old Business

1. Gigi will be working with Terry at NeoTek to assist in getting Microsoft set up with email addresses and transfer of information from the old email address that the State of Iowa is discontinuing. Microsoft allows up to ten emails at no additional charge, so the plan is

for the library director and each board member to have an library email addresses. In the future, no longer using personal emails for Library Board business. Staff communication is usually not through email, but either by phone call or text.

2. Gigi asked the city clerk about purchasing a cell phone for the library's use. The city clerk suggested that purchasing a tracfone. After some discussion, Colleen Schwanz agreed to research tracfones. Carol Lichtenberg volunteered to research costs with Verizon and US Cellular. Both will report back at the February meeting.
3. Gigi has completed two more classes for the director's training with the State of Iowa. Due to the change in the state's reorganization, her completion deadline has been moved to August 2026 to complete the course work.

New Business

1. The Director's Report and City Council Report were reviewed. Some noted items: The Adult Book Club will try to be run as an off-site venture using FaceBook. Amy Norris has some experience with this and will facilitate it. Gigi reported these 2024 stats to the City – 1,321 Patrons with Library Cards, 14264 Total Materials (books, DVD's magazines, newspapers, games, puzzles) valued at \$206,627.43 Website visits: 341, Wifi usage 96 with 31 unique users.
2. The Bango Haunted House Donation was recognized and a thank you sent.
3. An additional board meeting will be set to work on FY26 Budget.

The next regular monthly Board meeting will be Thursday, February 13, 2025.

Following a motion by Colleen Schwanz and seconded by Carol Lichtenberg, the meeting was adjourned.