

# Alta Community Library Trustee Board Minutes Month of July

Date: July 11, 2019

5:15 PM Alta Community Library

Call to Order: 5:20 by President Harold Carstens

Members present: ☒ Harold Carstens ☐ Anna Garcia ☐ Ashley Heiberger ☒ Anne Iehl  
☒ Jeri Kolpin ☐ Ashton Peterson ☒ Gretchen Miller ☒ Director Andrea Hogrefe

Approval of July Agenda: Motion by Miller, second by Kolpin, motion carried.

Citizen Input: none

Approval of May Minutes Motion by Iehl, second by Kolpin, motion carried.

Accept and place on file Statistical Report: Reviewed May/June report. Director Hogrefe added categories to report, gives a good review of library functions.

Accept and place on file Revenue and Financial Report: Question was raised regarding the correct amount library was over budget. According to the final report from City Clerk appears the amount was \$791.97, however \$1318.95 was taken from library savings account. Director Hogrefe will get clarification from City Clerk.

Approval of bills: Motion by Miller, second by Iehl, motion carried.

## Old Business:

1. Brainfuse- Should be up on website in very near future.
2. Edge: Created a suggested action plan for tech, will review for future tech plan.
3. Volunteer Application/Policy: waiting on copy of school policy
4. Update Safe Child Policy: working on
5. Update Circulation Policy: working on

## New Business:

1. Director's Report: Andrea Hogrefe- no action taken on these items.
  - a. Reviewed upcoming calendar of events.
  - b. Inventory: Staff currently doing inventory.
  - c. CE: Completed a few classes- Open Meetings and Reliable Record Retention.
  - d. Tier 3 funding level: Library qualifies for the highest tier which results in receiving most funds from the state.
  - e. City Council Meetings: a board member will attend meetings with Director.
2. Election of Officers: Kolpin moved to retain current slate of officers, second by Iehl, motion carried.

Following officers are retained:

President: Harold Carstens

Vice-President: Anne Iehl

Secretary: Gretchen Miller

3. Reviews/Raises:

- a. Board completed review for Director.
- b. Board completed self-review.
- c. Staff raises were discussed. Motion by Miller second by Kolpin that Director and regular staff receive a 3% raise and fill in staff received a 2% raise effective July, 1<sup>st</sup>, 2019. Motion carried.

4. Board Training:

- a. State Data Center

Adjourn: 6:40 PM

Respectfully submitted: Gretchen Miller, Secretary

Next meeting date: August 8<sup>th</sup> 5:15 PM