

July Minutes
Alta Community Library Trustee Board Meeting
Monday, July 13th, 2020 @ 5:15 pm

Call to Order by Vice President Iehl at 5:15 PM

1. Roll call for quorum – Members present: Harold Carstens (via phone), Anne Iehl, Jeri Kolpin, Gretchen Miller, Gigi Nelson, and Director Andrea Hogrefe
2. Corrections to and Approval of July Agenda: motion by Miller, second by Nelson, motion carried.
3. Citizen Input : none
4. Approval of June Minutes: Motion to accept June Minutes by Nelson, second by Iehl, motion carried.
5. Accept and place on file – June & FY20 Statistical Reports: Will be ready next month due to additional information added at the end of the fiscal year.
6. Accept and place on file – June & FY20 City Revenue and Expense Report
7. Approval of July Bills: Motion by Nelson second by Miller to accept July bills, motion carried.
8. Unfinished Business: will review next month
9. New Business
 - A. Directors Report:
 1. Ashton Peterson stepping down from board – new member needed
 2. Lynn DePrez – staff member – passed away
 3. Laura Turnquist – Children’s Programmer – on extended leave, a minimum of 6 months
 4. Director still attending city council meetings remotely.
 5. Summer programs: craft bags are being shared with kids coming to pick up lunch.
 - B. Reopening plan: The school is now allowing students in the building so library will reopen following the normal summer schedule. The first hour will be for high risk populations, last hour will be used for cleaning. Hand sanitizer and masks will be available. Mask wearing will be encouraged. Starting date for opening will be July 5th.
 - C. Officer Elections for FY21: Motion by Nelson to accept the following slate of officers: Anne Iehl President, Jeri Kolpin Vice-President, and Gigi Nelson Secretary. The motion was seconded by Miller, motion carried. Congrats to new officers.
 - D. Adjust line item amounts for FY21: Director made recommendations to adjust line items in the budget. Telephone/Radio item increased due to expanded WiFi, Insurance increased. Increase will be taken from travel and conference line item. Motion by Kolpin, second by Miller to make the line item adjustments, motion carried.
 - E. Staff and Director work hours and pay for pandemic. Motion by Nelson that staff and Director be paid normal average hours through the end of 2020 regardless if library is open or closed due to pandemic. Motion seconded by Iehl, motion carried.
 - F. Staff and Director Reviews: Director Evaluation and Board self-evaluation forms distributed. Members will complete and return for discussion next month.

Next Meeting: Thursday, August 13th @ 5:15pm Adjournment at 6:09 PM

