

Submitted by Gigi Nelson - Secretary

Alta Library MINUTES FROM February 10, 2022 MEETING BELOW:

1. Call to Order by Jeri Kolpin, Board Vice President @ 5:22 pm
2. Roll call for quorum - A quorum was present in person. Present: Gigi Nelson, Gretchen Miller, Elizabeth Snyder, Jeri Kolpin, Director: Andrea Peterson. Absent: Anne Iehl, Anna Garcia, Colleen Schwanz
3. Approve Agenda: No changes – Gretchen Moved/Elizabeth 2nd to approve agenda.
4. Citizen Input – Pam Henderson present and will have information on the Dolly Parton Library project
5. Approval of Jan 24 2022 Minutes – Motion to approve without changes. Moved by Gretchen/2nd by Elizabeth. Approved
6. January Statistical Reports – Noted Donation of \$250 for Donna Bell Siebert Memorial received. Memorials coming in for Joyce Sandine Memorial; will report on in March.
7. January City Revenue and Expense Reports – Note invoice paid for digitizing the Alta Advertiser records and waiting for reimbursement from ARPA (grant money). Tabulation was as books, film category but once received that \$5000 will be deducted. Children's programming expenses high due to purchase of library promotional materials, i.e., printed book bags. Andrea will change those receipts to go to other category(s) to bring down that total. More summer children's programs coming. Discussion about Megan Peterson's email pertaining to the City Savings account as a maintenance fund to draw from for large, future projects or purchases.
8. Approval of February Bills –Smaller listing to approve since January meeting was later that month, with February payroll showing only for the 1 pay period instead of two. Gretchen Moved to accept; Elizabeth 2nd. Approved.

9. Unfinished Business

- a. Dolly Parton Imagination Library – Andrea reporting that the city is a 501(c)4 partnership and so is Kiwanis, per Pam Henderson. The 501C3 non-profit is a different status. Suggestion to contact PTO, 4H or Scouts for their status as 501(C)3.
- b. Director Benefits/Job description – Andrea reported her review of the job description as acceptable but to choose the hiring criteria instead of showing all 6 levels. She felt that the document was similar to the current job description. ADA compliance requirements similar to the state listing. Discussion on accepting hiring criteria 4, 5 and 6. Anne to compose a final document for approval.
- c. Digitized Records / Grant news story – Press release format received from ARPA to use when ready. Waiting for link from the data processing company to arrive.

10. New Business

- a. Director's Report: Andrea presented letter requesting medical leave from Feb 28 through March 28. Discussion on having list of duties with back up staff ready before leave begins. Motion by Jeri/ 2nd by Gigi to approve the unpaid leave of absence for medical reasons.
- b. 2022-2023 Budget - Discussion on 3% overall budget increase proposal. Worksheet reviewed. Proposed total \$82,671 and will be presented for City Council Budget workshop in February.

11. Next Meeting: March 10th @ 5:15pm

12. Adjourned at 6:15 pm. Motion by Gigi/2nd Elizabeth