

1/15/22

Minutes from January 13, 2022 Alta Community Library Board Meeting:

Attendees: Anne lehl, Gretchen Miller, Colleen Schwanz, Elizabeth Snyder, Gigi Nelson

Absent: Jeri Kolpin, Anna Garcia, Andrea Peterson

Call to order at 5:23 by President Anne lehl

Motion to approve the agenda Gretchen, 2<sup>nd</sup> by Elizabeth. Approved

Old Business:

Discussion and review only of Director of Library job description:

Reviewing each page of items, with intention to refine, combine or remove those that don't pertain; to reduce the description down from 5 pages to goal of two pages. Anne made notes to her packet for revisions.

Key points confirming:

- 1) The position is part time hours of 24 hours per week / 48 hours per pay period. Minimum days worked: 4 days per week.
- 2) Budget line items 3 & 4 needs adding 'within the terms of the 28E agreement with the Alta-Aurelia Community School District'
- 3) Adding 'City Council' to the list of monthly meeting required with changing other meetings listed to 'as needed'.
- 4) Other category: Andrea to have input here regarding maintenance of license and library accreditation (State requirements) and maintaining data and reports needed for these items.
- 5) Looking to reference the State of Iowa Library website plus communicate questions to Bonnie McKowen
- 6) May also need advice from Megan Peterson, City of Alta Clerk, and possibly review by the City Attorney
- 7) Tabled discussion about possibility of benefits for a part time position for future; needs more research and input from others
- 8) Establish a protocol and document for airing staff concerns and complaints for city library employees

Meeting adjourned at 6:35.

Next Meeting for January Board is set for January 20<sup>th</sup>, 2022

Submitted by Gigi Nelson, Board Secretary