

**Submitted by Gigi Nelson - Secretary**

**Alta Library MINUTES FROM January 24, 2022 MEETING BELOW:**

1. Call to Order by Anne Iehl, Board President @ 5:19 pm
2. Roll call for quorum - A quorum was present in person. Present: Anne Iehl, Gigi Nelson, Gretchen Miller, Colleen Swanz, Jeri Kolpin, Director: Andrea Peterson. Absent: Anna Garcia, Elizabeth Snyder
3. Approve Agenda: No changes – Colleen Moved/Gretchen 2<sup>nd</sup> to approve agenda.
4. Citizen Input - none
5. Approval of December 20, 2021 & January 13, 2022 Minutes – Motion to approve both without changes. Moved by Colleen/2<sup>nd</sup> by Jeri. Approved
6. December Statistical Reports – Noted that the library closed due to weather affecting 13.5 hours of operations. Receipt of the Enrich Iowa Check from the State was based off of the October statistics sent into the State.
7. December City Revenue and Expense Reports – Noting that 52% of budget has been spent by mid-fiscal year (December 31). Commenting on higher salary total partially due to raises approved late in 2021, being retroactive from July 1, 2021. The December payroll was higher due to the wage increase paid out in one check.
8. Approval of January Bills – Reviewed bills noting that the ARPA grant will be reimbursed once they receive the paid invoice document. The library will ask for the balance left after the \$5000 ARPA grant to be taken from the City Savings account money. Gigi Moved to accept; Gretchen 2<sup>nd</sup>. Approved.
9. Unfinished Business
  - a. Dolly Parton Imagination Library – Andrea communicated with the City regarding the 501(c)3 partnership but

found that it was not the correct licensing for this venture. The type needed was for non-profit mailing rates, so Andrea will go to the Kiwanis for discussion of partnership with them. Andrea included a colorful flow chart of illustration on how the Dolly Parton Imagination Library works and functions. Follow up next month.

- b. Director Benefits/Job description – Committee (Anne Iehl, Gretchen Miller & Elizabeth Snyder) provided a 2<sup>nd</sup>, condensed document for review. Andrea advised that under QUALIFICATIONS, the Board would pick from the 4 criterion as to the level wanted and disregard the other ones. PHYSICAL DEMANDS section would be reviewed with Bonnie McKowen at the State for what is current for ADA compliance. Everyone to review again for 3<sup>rd</sup> reading in February.
- c. Security Camera – Andrea inquired with Bill Walters and he will look into concern/request and respond back.
- d. Digitized Records - Once advised of completion and the digital link is added to the Alta Lib Website, then Andrea will contact the newspapers for a feature story to run about the grant and digital work.

#### 10. New Business

- a. CE Credits for Director: Endorsement was renewed for 3 years for Andrea Peterson.
- b. Director's Report: No action needed by board. Andrea commented on future projects and ideas for expanding the public library programs and facilities she has in mind for the future. Discussed the three savings accounts and their origins, i.e. the Crocker Funds

11. 2022-2023 Budget - State information re: market adjustment for Size C libraries coming. Question on \$5000 disbursement, where did it come from? (\$5000 grant from ARPA yet.) Money for Maint Bldg & Structure discussion. Noted money from Bks, Films, etc for childrens books used to help school's fundraiser money during pandemic to buy more books. 3% budget increase proposal, to be reviewed in February, for \$77263 total.

#### **12. Next Meeting: February 10<sup>th</sup> @ 5:15pm**

13. Adjourned at 6:15 pm. Motion by Gretchen/2<sup>nd</sup> Colleen