

**Submitted by Carol Lichtenberg - Alta Library Board Secretary**

**Alta Community Library Board Minutes from May 8, 2025 Meeting**

Call to Order by Board President, Bruce Hinkeldey at 5:15 p.m.

Present: Director - Gigi Nelson, Board Members - Bruce Hinkeldey, Colleen Schwanz, Colleen Carlson-Konop, Carol Lichtenberg, Willa Casstevens

Absent: Anna Garcia, Anne lehl - Board Members

Visitors: Lorinda Peterson - Citizen member of the Library Steering Committee, Pam Henderson - Alta City Council, Madelyn Combs - Storm Lake Times, Sara Lietz - Alta Citizen

The agenda was approved after adding Mental Health Month to the Board Discussion portion of the meeting, following a motion by Carol Lichtenberg and seconded by Willa Casstevens.

Sara Lietz raised concern about younger children having access to questionable age appropriate materials and made the suggestion that any books that parents feel may be in this category could be located on higher shelves, out of the immediate reach of younger children. This request will be passed on to Gigi Nelson, Library Director.

The Library Relocation focused on the news that the park board is in favor of the library being located at the northwest part of the park (area where the slide and swings are currently - the plan is to remove these, the old teeter totter has already been removed). Beck Engineering is doing some proposals and placement work ups which would allow room for the Park Board to pursue a Veterans Memorial area also. Pam Henderson reported that she still prefers the south part of the park, and did mention that she had seen McKenzie from Beck Engineering at another meeting at which time she asked her about some options for the football field if the school would give up that 28E agreement. McKenzie did report at an earlier meeting with council and some park board members that the football field is not large enough to accommodate baseball fields (per Pam's questions).

Bruce had asked Kevin Walsh, Mayor about a bond vote in the fall and he was unsure on what timing is required to get that item on the ballot. It was mentioned that the council is thinking about a cost of \$1.2 million for the total project. After this discussion, the Library Board approved a motion (moved by Willa Casstevens and seconded by Colleen Schwanz), asking the Alta City Council to proceed in placing the bond request for the Alta Community Library on the Fall 2025 ballot. A second motion made by Willa Casstevens and seconded by Colleen Carlson-Konop was approved asking that the Alta City Council formally approve the north end of the park as the location of the new Alta Community Library and establish a street address for this location. This would enable the grant processes to move forward in trying to secure additional funding for the project.

Plans for the temporary move to the VFW are progressing with the city completing several of the items on the needs list. An updated shelving location drawing/plan was passed out by Bruce. A staff restroom (located in the storage area) has been cleaned up, the school has been contacted about the gates to close off the main part of the community building (patrons will use those restrooms), the handicapped door has been ordered with funds from an ALA grant to help cover costs. An outdoor book drop is still needed. Gigi

did meet with the city staff and Terry from NeoTek about computer lines, additional outlets and wi-fi accessibility. At some point, the staff can start to label the shelves for the movers.

On a motion by Coleen Schwanz and seconded by Colleen Carlson-Konop, the April Board meeting minutes were approved. Willa Casstevens abstained.

Statistical reports for March and April 2025 were reviewed and accepted. City Revenue and Expense Reports for April 2025 were accepted. It was noted that the insurance for the library VFW location will be covered under the community center policy with the library contents being insured for the amount of \$500,000. Also noted that the contract line item is over budget and this is due to the cost of some Beck Engineering fees. Gigi has not been able to secure a copy of this invoice for our records.

Following a motion by Carol Lichtenberg and seconded by Colleen Schwanz, the April bills were approved.

#### Old Business

1. Terry Williams from Neotek and Gigi completed the WebMail transition to Outlook email addresses. Gigi will distribute updated email addresses to the library board so that they will not be using their personal emails for library business. Gigi was able to keep the same domain so all business contacts will continue to use the same address as previously.
2. Gigi has completed more classes for her Director's Training.

#### New Business

1. Gigi shared the Director's Report with a couple of notable items. She is advertising for a couple of summer positions to assist us with staffing for the programs that are at the Shelter House. Two persons are needed for off-site programs and the library. The Summer Reading Kick Off will be on May 31st at the Shelter House from 1:00 - 2:30 p.m. with games, etc. The moving company will begin their work on Monday, June 2nd. It is expected that the library will be closed this week and possibly the next as the move and reorganization takes place.
2. VFW upgrades and WIFI concerns were addressed during the relocation discussion.
3. A Community Conversation Meeting is required as part of the ADA Improvement Grant. Gigi is working with Lindsay Brown, City Clerk, on this. We have one year to complete this meeting. A disaster readiness plan is also required and needs to be established.
4. Gigi is looking into purchasing chromebooks for the children's section and card catalog. She did note that we received a free iPad with purchase of the junior non-fiction collection.

Board Discussion: Reminder that the Library Board has signed up to do High Five Friday on May 9th. Be at the Alta Elementary Principal office by 8:00 a.m. on that day. Willa Casstevens (president of the local northwest Iowa group of the National Alliance on Mental Illness) spoke about May being Mental Health Month. Gigi mentioned that there is a display in the front area of the library.

The next regular monthly Board meeting will be Thursday, June 12, 2025.

Following a motion by Colleen Carlson-Konop and seconded by Colleen Schwanz, the meeting was adjourned.