

**Submitted by Gigi Nelson - Secretary**

**Alta Library MINUTES FROM December 20, 2021 MEETING BELOW:**

1. Call to Order by Anne Iehl, Board President @ 5:15 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 (Hogrefe) Peterson. Absent: Anna Garcia, Elizabeth Snyder
3. Approve Agenda: No changes – Gigi Moved/Gretchen 2<sup>nd</sup> to approve agenda.
4. Citizen Input - none
5. Approval of November Minutes – Correction of Allele company name. Motion to approve with changes Colleen/2<sup>nd</sup> by Jeri. Approved
6. November Statistical Reports – Noted the 5 childrens' programs in the month, receipts of the state and county funds, the special Holocaust adult program attendance, more check outs this month and more computer usages after school days by students.
7. October & November City Revenue and Expense Reports – October's report submitted now due to City Office closed for Veterans Day. Discussion on Salaries higher due to retroactive staff raises for 2021 paid in November. Concern for exceeding the 2021 budget line on salaries; noting to make adjustment to 2022 budgeting proposal since hours increased for summer operations to 6 hours per day. This was not figured in with the 2021 budget proposal. Also noted line items with no financial activities to date.
8. Approval of December Bills – Note that 1 year subscription to the Sioux City Journal purchased. The newspapers arrive through the mail. Discussion on the three savings accounts. Will invite city clerk to come to future meeting to discuss more on the city savings account. Gretchen Moved to accept; Jeri 2<sup>nd</sup>. Approved.
9. Unfinished Business

- a. Dolly Parton Imagination Library – Andrea will contact and then confirm that the Kiwanis organization can be a 501C3 partner by contacting Pam Henderson.
- b. Director Benefits/Job description – Committee (Anne Iehl, Gretchen Miller & Elizabeth Snyder) presented findings of their review of time cards and the current director's job description plus other similar libraries director positions. Made initial proposal for updated job description. Packet handed out for board to review this preliminary draft. Changes to be proposed in January meeting. Note that average hours worked for the pay period (2 weeks) is 35 hours by the director.
- c. Security Camera – Andrea still to contact the School Superintendent about installing an entrance camera.
- d. Digitized Records - The company is to be completed with the digitized records by the end of December. After completion, then the library can announce the archiving and state grant money issued for this project as a news article.
- e. Virtual Countywide Board Training by Bonnie Mckewon: Not attended by our Board. Andrea will check to see if online access is available of this presentation for future review by our board.

#### 10. New Business

- a. CE Credits for Director: Finished requirement and now filling out form to submit for renewal. Deadline is 12/31/21.
- b. Director's Report: New laptop and computer received via federal funds to the city. No action needed by board.

#### 11. 2022 Budget – Special Budget Planning meeting set for 01/20/22

#### **12. Next Meeting: January 13<sup>th</sup> @ 5:15pm**

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