

February Minutes
Alta Community Library Trustee Board Meeting
Wednesday, February 19th, 2020
5:15 pm @ Alta Community Library

Call to Order: 5:22 PM

Roll call – Members Present: Ashley Heiberger, Anne Iehl, Jeri Kolpin, Gretchen Miller, and Director Andrea Hogrefe

Members Absent: Ashton Peterson, Anna Garcia, Harold Carstens

Approval of February Agenda: motion by Miller, second by Heiberger, motion carried.

Citizen Input – None

Approval of January Minutes (Available at meeting) motion by Heiberger, second by Kolpin, motion carried.

Accept and place on file – January Statistical Report (Available at meeting)
-3 BVU Theatre students helped with the Frozen party.

Accept and place on file – January City Revenue and Expense Report

Approval of February Bills (Available at meeting) Motion by Iehl, second by Miller, motion carried.

Unfinished Business

1. Dolly Parton Imagination Library: continue researching
2. Paintings – will look at selling.
3. Friends Group: will promote to see what interest there might be in a group.
4. Accreditation – due Feb. 28th
 - a. Update policies: Motion by Miller, second Kolpin to accept the Circulation Policies, motion carried.
Motion by Heiberger second by Kolpin to accept the Personnel Policy, motion carried.
Motion by Kolpin to accept the Internet Use Policy, second by Miller, motion carried.
Motion by Heiberger to accept the Collection Development Policy, second by Kolpin, motion carried.
 - b. ADA checklist. Reviewed the ADA checklist. Motion by Heiberger to approve the completed ADA Priority 4 checklist, second by Kolpin, motion carried.
 - c. Signatures. The State Library Accreditation application for FY21 was signed by the vice-president Iehl.

5. WhoFi Stats: reviewed
6. FY2021 Budget – Alta City Council approved \$3,000 increase in the library budget for FY 2021.

New Business

7. Director's Report: Andrea Hogrefe – No action taken on these items
 - a. Upcoming events –reviewed calendar, request made for Book Fair Volunteers.
 - b. Meetings - City Council meeting – first Monday night of the month at 6pm at city hall, board members invited to attend.
 - c. CE – Several thanks to snow days
8. Sally's Resignation. Discussed Director Hogrefe absorbing the hours following the resignation of Sally V rather than hiring another part-time person.
9. Bridges Renewal FY21- renewed at a cost of \$638.94.
10. Local TV Channel- Director will look into posting library information.
11. Board Member Terms review
12. Board Training –
 - a. State Data Center- reviewed information on Iowa population demographics.
 - b. Future training -
 - i. Video series
 - ii. Chapter-by-chapter discussion of the current Iowa Library Trustee's Handbook
 - iii. The library director shares information with the board about the following laws that affect library operations.
 1. Confidentiality of library records (Iowa Code Chapter 22.7 (13))
 2. Open meetings law (Iowa Code Chapter 21)
 3. Fair Labor Standards Act (U.S. Code Title 29, Chapter 8)

Adjourn: 6:56 PM Motion by Kolpin, second by Miller, motion carried.

Respectfully submitted,

Gretchen Miller, Secretary

Next Meeting: Thursday, March 12th @ 5:15pm

This notice was posted on the official bulletin board in compliance with the requirements of the open meeting laws.