

Altoona Public Library Board of Trustees
Tuesday, December 13th, 2022, at 7:00 p.m.
Meeting Room – 700 8th Street SW

Minutes:

1. Call to order
 - a. The meeting was called to order by Vice President Mary Rork-Watson at 7:02 p.m.
 - b. Board Members Present: Matt Kray, Mark Vance, Mindy Goldsberry, Mary Rork-Watson, Mike Hamilton
Board Members Absent: Alan Miller, Abbey Strum
 - c. Library Staff Present: Kim Kietzman, Amy Turgasen, Emily Linacre, Sheila Olson
2. Approval of the Agenda
 - a. The agenda was approved with a motion by Vance, second by Hamilton and passed unanimously.
3. Approve Minutes (November 2022)
 - a. The minutes of the November meeting were approved with the addition of Mike Hamilton to the board members present. Motion was made by Hamilton, a second by Kray, and passed unanimously.
4. Approve Bills (November 2022)
 - a. November bills were approved with a motion by Goldsberry, a second by Vance, and approved unanimously.
5. Public Comment
 - a. None
6. Staff Reports:

Director's Report – Kietzman reported a delay in the roll out of the new Library app. An API license will need to be purchased. This should be completed in the next few weeks and then testers will be invited to try out the app before rolling out live to the public.

Kietzman and Turgasen both attended the Library Marketing and Communications Conference in October and have already been implementing or putting into motion some of the lessons they learned. They have also had some product demonstrations for library-based email services that can provide targeted email marketing. Having the capability to do email blasts, marketing, and newsletters are part of the long-range plan.

Nhi, our social work intern who was on maternity leave, has started back up with some work from home activities. She is working on getting the community needs survey finished up.

The library participated in Christmas in Olde Town again this year. There was better participation this year and new library cards were issued. The space was limited, so hoping for more room next year to get more interaction.

Adult Programming – Turgasen a good turnout of the book charm bracelet program with 17 attendees. The senior set speaker for November, Officer Tufts, had to cancel, but will be rescheduled and she will be speaking about safety for seniors. The DIY peppermint bark program had a large turnout of 37 adults in attendance!

Teen Services – Linacre reported 28 teens in attendance to the 4 events that were held. Programs included DINOvember with making ter-RAWR-riums, and board games and microwave mug meals were fun, but the most popular event by far was Teas and Keys. There was green tea along with various juices and fruit boba for the teens to mix their own beverages and make keychains that looked like tiny teas.

Children's Services – Olson reported numbers were down a little bit, and there were several who had to cancel due to being sick. There were three special programs this month. The first was a storytime with Miss Iowa. She brought a few books that she had written about bullying. The second was the Little Creator's Club came and hosted a board game design class. This was a well-received program and each kid got to home with their own game with pieces, dice, cards, and game box. The third was the crowd favorite: Handprint Calendars. Both that program and the Gingerbread House Workshop filled up almost immediately.

Storytime had a good, average attendance for most of the morning programs. Shimmie Shake is still seeing large crowds. The Crafty Kids and Crochet Club filled up this month. There was also a passive program making postcards for the troops that were delivered to Camp Dodge.

Lastly, Olson had her last month of outreach before winter break. She fit in a few daycare and preschool visits and went to Centennial Elementary's Math and Literacy Night.

7. Unfinished business

- a. FY24 Budget Request – Approved with a motion by Goldsberry, a second by Vance, and approved unanimously.

8. New Business

- a. Meeting Room Policy – Request to change
- b. Holds Policy – Request to change
- c. Fee Policy – Request to change – All above requests to change were approved with a motion by Hamilton, a second by Vance, and approved unanimously.
- d. Amendment to add to the fee policy: \$25 minimum fee if a internet hotspot is kept longer than 14 days (non-refundable fee) due to the time it takes staff if the hotspot

needs to be turned off, reset, etc. This amendment was motioned for approval by Hamilton, seconded by Kray and approved unanimously.

- e. January board meeting date – Set to be Tuesday the 17th 2023 with a motion by Vance and a second by Kray, and approved unanimously
- 9. Other Business – None
 - 10. Agenda items for the next meeting – Policy Review
 - 11. Next meeting: Tuesday January 17th, 2023, at 7:00 p.m. at the library
 - 12. Meeting was adjourned at 7:51 by consensus.