

Altoona Public Library Board of Trustees  
Tuesday, January 17th, 2023, at 7:00 p.m.  
Meeting Room – 700 8<sup>th</sup> Street SW

Minutes:

1. Call to order
  - a. The meeting was called to order by President Alan Miller at 7:00 PM
  - b. Board Members Present: Matt Kray, Mark Vance, Mindy Goldsberry, Mary Rork-Watson, Mike Hamilton, Abbey Strum, Alan Miller  
Board Members Absent: None
  - 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 Hamilton, second by Kray and passed unanimously.
3. Approve Minutes (December 2022)
  - a. The minutes of the December meeting were approved without changes. Motion was made by Kray, a second by Hamilton, and passed unanimously.
4. Approve Bills (December 2022)
  - a. December bills were approved with a motion by Strum, a second by Vance, and approved unanimously.
5. Public Comment
  - a. We were joined by Altoona City Council Member Scott Duer who will be our Library Liason.
  - b.
6. Staff Reports:

Director's Report – Kietzman attended a Board of Trustees meeting for MOBIUS in person in Columbia, at the MOBIUS office. She has been put on the finance committee and will also be serving on the working group for other libraries like us – not changing our circulation software, but relying on the sharing software to continue our participation.

The new city HR department head, Lyndsay Nielsen, has started. Kietzman met with her regarding a couple of performance improvement issues. She also met with Jeff from IT, Mary Simon, and Matt Sexton from Meta regarding our funding request to expand Wi-fi, improve the lab, and add more public laptops. Funding was approved, funds have been released, and some new items have been ordered. The target date is a big public celebration on Saturday, April 15<sup>th</sup>. The chamber plans a traditional ribbon cutting at Noon on April 14<sup>th</sup>. There will also be an even for local legislators in February where Matt will discuss the project and Kietzman will attend.

Nhi, our social work intern is returning from maternity leave. Amy is interested in creating a policy manual team to go over the entire manual regularly to clean up contradictions, suggest changes and new policies, and check against what employees actually do vs. what the policy says they should do. Hopefully that will be started in the next month. The license needed to work on the mobile app has now been put into place as of January 9<sup>th</sup>, so design work will be started next. The library's accreditation report, due every 3 years, is due in February and requires a large amount of time to complete and document. Our accreditation level dictates our level of State funding. Statistics for county funding have been submitted FY24, and our funding increased by over \$20,000. Finally, it was all hands on deck for the Train event. The programming team and some clerks kept the 187 participants moving between stations – it was a great turnout!

Adult Programming – Turgasen reported that December started off strong with the DIY peppermint bark program. 38 participants attended making it the highest attended adult program of the year. 20 patrons checked out books at the Prairie Vista small library checkout. Coloring at Brightside Aleworks also had a good crowd with 20 attendees. The gift-wrapping program was cancelled due to snowy conditions. Upcoming programs include a three-week beginner crochet class, a card-making craft night, and a series of sessions focused on retirement information including Social Security, Medicare, investing, taxes, estate planning and long-term care.

Teen Services – Linacre reported finishing the calendar year strong with 39 kids in attendance at 5 events. Out of the box game night had 9 attendees; Ugly sweater cookie decorating and crochet baby jellyfish had 8 each; and Escape the Arcade breakout box and pint & pastry had 7 each.

Children's Services – Olson reported that December seemed short because of the holiday and that she was on vacation for a week. One program was cancelled due to snowy weather and there were no story times over holiday break. This gave Sheila and Amber a chance to plan some of the events for Spring.

The star of December was the Gingerbread House Workshop.

After school BINGO class has a steady group that comes each month. They work off of donations for prizes and can always use more freebies. The kids enjoy it and it is a easy program to run.

The other special program this month was the Escape Room: Summer in Winter. The kids had to unlock Jack Frost's wand box to make it snow and save Frosty the Snowman. The kids had a lot of fun, and everyone was able to escape.

## 7. Unfinished business

- a. CIP Update - Our library CIP request for remodel of the library was not passed this year due to two other CIP requests that need to be completed first which is the new public

works building and new additional fire department for city coverage. The library will receive funding of \$250,000 per year to be used for maintenance of the current building, some possible purchases of new furniture, etc.

8. New Business

- a. Work From Home Policy – Kietzman is going to investigate other libraries for their policies and report back to the board with findings.
- b. Runnells Library – Looking to contract with another library, they have not approached APL.
- c. Meta Grants/Event – Ribbon cutting with the Chamber – Noon on April 14<sup>th</sup>. Public celebration on Saturday, April 15<sup>th</sup> with display and tour of the new technology.
- d. Prairie Meadows and Polk County Grants – Kietzman will be submitting for both of these grants with a motion by Strum, a second by Vance and motion approved unanimously. Some possible ideas for the grant are a lactation room, and educational electronic table games.

9. Other Business – None

10. Agenda items for the next meeting – Policy Review

11. Next meeting: Tuesday February 14th, 2023, at 7:00 p.m. at the library

12. Meeting was adjourned at 8:02 by consensus.