

Altoona Public Library Board of Trustees
Tuesday, March 14th, 2023, at 7:00 p.m.
City Hall – Council Chambers – 900 Venbury Drive

Minutes:

1. Call to order
 - a. The meeting was called to order by Vice President Mary Rork-Watson at 7:03 PM
 - b. Board Members Present: Matt Kray, Mark Vance, Mindy Goldsberry, Mary Rork-Watson, Mike Hamilton, Abbey Strum
Board Members Absent: Alan Miller
 - c. Library Staff Present: Kim Kietzman, Amy Turgasen, Emily Linacre
 - d. Others Present: Council Liaison Scott Duer
2. Approval of the Agenda
 - a. The agenda was approved with a motion by Vance, second by Hamilton and passed unanimously.
3. Approve Minutes (February 2023)
 - a. The minutes of the February meeting were approved without changes. Motion was made by Vance, a second by Hamilton, and passed unanimously.
4. Approve Bills (February 2023)
 - a. February bills were approved with a motion by Strum, a second by Goldsberry, and approved unanimously.
5. Public Comment
 - a. None
6. Staff Reports:

Director's Report – Kietzman met with the programmers to go over the planning form introduced in December. The forms provide insight into the amount of time and materials that go into each program, help organize shopping, and allow others to step in if needed to cover a program. The forms also specify the goals of the programs and provide information to determine the ROI for each. The library hosted the Chamber's February Perk Before Work with 14 attendees present. They took a tour of the library and discussed the A to Z database, a part of which is a tool for business development. MOBIUS weekly group meetings began mid-month for the developers to create a platform to replace the one being used right now.

Kietzman had the opportunity to meet with legislators and thank Meta publicly for the \$100,000 grant that is making the expansion of the wi-fi, lab upgrades, and the STEM activity room possible at the Chamber's political influences breakfast at the Townsend Community Center.

Kietzman has submitted the grants for Prairie Meadows and Polk County for partial funding of all-ages electronic game equipment and partial funding for a mobile lactation pod.

Reminder that the Altoona Chamber's Ribbon Cutting for the STEM room will be on April 14th at Noon and the opening will be on April 15th with open house style from 1:00 PM to 4:00 PM.

Adult Programming – Turgasen reported that a new high for in-person attendance was reached this month, largely due to the success of the three-part Retirement University Course led by Ryan Biniak of SOFA (Society for Financial Awareness). The first two sessions in February had a total of 102 participants. Officer Tufts presentation on safety for seniors has been rescheduled for May 30th.

Nhi, our social work intern, has scheduled two more informational meetings with community organizations. Children & Families of Iowa will be holding a Mental Health Forum on March 7th and Project Iowa Job Support will be providing job help on April 10th.

Teen Services – Linacre reported February being a tasty month in teen programming with 6 events with a total of 44 participants. On Feb 2nd they honored Hedgehog Day and National Tater Tot Day with book hedgies and toasty tots. Oodles of Noodles and Pancake Art had good sized groups with 7 and 8 attendees, but crochet was the big draw with 10 kids coming to crochet lip balm holders. Out of the Box seems to be maintaining popularity and gaining volume. The summer theme for teens will be "Find your voice."

Children's Services – February was light on programs for the children's department as much time is spent preparing for spring break and summer reading during this month. Sheila did some outreach visits.

Altoona Pediatric Dental visited the library for a storytime in honor of Children's Dental Health Month. Other programs went well including a DIY Phone Swag program for tweens. There was also a Pokemon program held which has had great feedback.

7. Unfinished business

- a. Work From Home/Remote Work Policy – Policy was presented to the board after some suggested changes from last month's review were made. The policy was approved with a motion by Strum, a second by Hamilton and approved unanimously. If the City adopts their own Work From Home/Remote Work Policy in the future then this policy will be revoked and the city policy will take effect.

8. New Business

- a. FY23/24 Budget – The council voted to make up the deficit

- b. Director's Review Process – Evaluation forms will be sent soon and will be due back to President Miller in May.
 - c. Board Self Evaluation – Kim is creating a fillable form and will send to board members soon
 - d. Review Internet Use Policy – No changes made, board reviewed and approved as is.
- 9. Other Business – None
- 10. Agenda items for the next meeting – Board Self-Evaluation Results, Policy Review, Director's Evaluation
- 11. Next meeting: CHANGE OF DATE – To be: April 18th, at 7:00 p.m. at the library
- 12. The meeting was adjourned at 7:38 PM by consensus.