

Altoona Public Library Board of Trustees  
Tuesday, April 18th, 2023, at 7:00 p.m.  
Meeting Room - 700 8th Street SW

Minutes:

1. Call to order
  - a. The meeting was called to order by President Miller at 7:00 PM
  - b. Board Members Present: Alan Miller, Matt Kray, Mark Vance, Mindy Goldsberry, Mary Rork-Watson, Abbey Strum  
Board Members Absent: Mike Hamilton
  - c. Library Staff Present: Kim Kietzman, Amy Turgasen, Emily Linacre, Sheila Olson
  - d. Others Present: Council Liaison Scott Duer
2. Approval of the Agenda
  - a. The agenda was approved with a motion by Strum, second by Vance and passed unanimously.
3. Approve Minutes (March 2023)
  - a. The minutes of the February meeting were approved without changes. Motion was made by Strum, a second by Kray, and passed unanimously.
4. Approve Bills (March 2023)
  - a. March bills were approved with a motion by Goldsberry, a second by Strum, and approved unanimously.
5. Public Comment
  - a. None
6. Staff Reports:

Director's Report – Molly Hart was promoted from Clerk II to Adult Programming Assistant, which added a second open Clerk position due to a resignation earlier in March. Having two open clerk positions makes things very difficult. There was a third Clerk resignation in early April. Kietzman has been spending a lot of time with HR to edit job descriptions, write advertisements, and sift through applications. There was also a page who resigned so everyone is picking up extra job duties to help out until more staff is hired.

Kietzman participated in the Mayor and Council planning session, and the employee annual dinner.

The staff is transitioning from Slack to Microsoft Teams. Hopefully the end of Slack will be in April. Using Teams allows the scheduling of part-time staff without paper, and

allows them to request time off and pick up shifts without emails and messages being passed around.

The Ribbon cutting for the Maker Hub, and the public open house were a success. There was a lot of effort with cleaning up the room, decorating, painting, trying out tech, preparing handouts/instructions, ordering food and planning what will be available during each event.

Adult Programming – Ashley’s last program, sushi for beginners, was a success. Hoping to have Pho Wheels come back again for another session soon. The presentation on the Japanese Prisoners of War Camp in Clarinda was also well attended and received very good feedback from patrons. Due to inconsistent attendance, will no longer be offering the monthly craft program to Edencrest Assisted Living.

Teen Services – Linacre reported a milestone in March with THREE programs with double-digit attendance! Out of the box is gaining a good following, Glow Crazy had 11 attendees including a couple of new kids, and spring break’s special program (pickle autopsies) was full with 11 attending as well. Homemade donut soaps were also a hit, and kids continue to come to crochet. Overall there were 7 programs with 58 attendees!

Children’s Services – March had super spring break programming for the Children’s Department. There was a fort-night lock-in. The kids built blanket forts and played with Nerf guns in a battle royale game. Miss Amber did another paint along, which is always a hit. Amber also led a Be Creative art time for young kids that brought in more than expected. Sheila organized a Robot Round-up with some of the coding robots and robots from Iowa PBS. The kids had a lot of fun! On St. Patrick’s Day, Sheila set up a Leprechaun Treasure Hunt in the children’s room and there were 87 kids who participated and found the hidden Leprechaun.

All of the story times are doing well, Shimmie Shake is getting almost too big for the room. Sheila was asked to do a presentation about Shimmie Shake for the Iowa Library Association’s 2023 conference.

Lastly, Sheila attended the first STEM Fair held by the State Library of Iowa. She was able to get some programming ideas and a lot of information about free resources for STEM programming.

## 7. Unfinished business

- a. Board Self-Evaluation. Kietzman compiled our annual trustee self-assessment for 2023 and presented us with the results. Some of the results have given her ideas on what topics we need to learn more about including about the State Library of Iowa and its programs and resources, providing more information about legislative information and activities, the ILA’s Lobby From Home Event, National Library organizations newsletters and publications and board educational programs.

- b. Director's Review - Due to President Miller by May 19th
- 8. New Business
  - a. Legislation Review. Kietzman provided the trustees with a list of the current bills that have been signed or not yet signed and highlighted those of concern.
- 9. Other Business – None
- 10. Agenda items for the next meeting – Policy Review
- 11. Next meeting: Tuesday, May 9th, 2023
- 12. The meeting was adjourned at 7:43 PM by consensus.