

Altoona Public Library Board of Trustees  
Tuesday, June 13th, 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 Miller at 7:01 PM
  - b. Board Members Present: Matt Kray, Mark Vance, Mindy Goldsberry, Mary Rork-Watson  
Board Members Absent: Mike Hamilton, Abbey Strum
  - c. Library Staff Present: Kim Kietzman, Amy Turgasen, Sheila Olson
2. Approval of the Agenda
  - a. The agenda was approved with a motion by Vance, second by Kray and passed unanimously.
3. Approve Minutes (May 2023)
  - a. The minutes of the May meeting were approved without changes. Motion was made by Goldsberry, a second by Vance, and passed unanimously.
4. Approve Bills (May 2023)
  - a. The May bills were approved with a motion by Goldsberry, a second by Rork-Watson, and approved unanimously.
5. Public Comment
  - a. None
6. Staff Reports:

Director's Report – Must time was spent in May preparing for the Rainbow Run as a kick-off for the summer reading program. The program filled up in around 24 hours and the event went great with a shout out to the parks and rec department for assistance with the logistics for the event.

Kim is continuing to participate in online MOBIUS development meetings to develop apps that make sharing possible within our existing ILS. The new ILS product MOBIUS selected lacks that functionality. Polaris, the system that we currently use, is next. The MOBIUS annual conference is coming up in early June, so there will be a pause in the meetings until mid-June date.

Three new clerks were brought on during the month, and they were the first new hires since the city hired an HR director. There were a lot of meetings ironing out the new HR software capabilities, processes, and changes in training requirements. The new employees are Heather Zook, Laura Wiersema and Stacey Tetzloff, and all three are settling in very nicely.

Kim and Amy made a practicum hiring offer to a Grandview MSW student for the 23/24 school year. She will start in late August and work 700 hours with the library. She is interested in taking the experience and making it her own, while building on the work done by our two previous interns.

Adult Programming – Amy reported that attendance for May was similar to last year in attendance. There was a personality presentation, and the presenter did leave her book and it has been added to the collection. Adult summer reading bags are now available. Each bag contains a reading log, two activity bookmarks, a list of summer programs, a book-themed sticker and a bird bookmark created on the 3D printer. Patrons can turn in the completed book log starting June 15<sup>th</sup> to receive a library logo camping mug. Completed activity bookmarks can be turned into enter one of the three grand prizes: a board game/puzzle package, an outdoor package (wagon, table, chair & cooler), or a podcasting/video package. Upcoming programs include a puzzle tournament, lunch packing for the Kid's Café, and paper marbling.

Teen Services – Mary had 8 programs and 53 attendees in May. The kids enjoyed pizza and games to celebrate the end of the school year, sewed Grogu plushies for May the Fourth, and marked the release of the new Zelda game with Hyrule Hijinks. Coloring was also brought back along with board games, and crochet. A good mix of recurring and special programs and a great kickoff into summer reading!

Children's Services – Sheila reported that May is the time used to plan and prepare for summer reading. The numbers were a little lower than last year, partially because we did not do the summer reading drive through, and we had about half as many people attend the Make & Take: May Day Basket event. Last year there were 94 and this year there were 34. Part of that is because May Day was on a Sunday last year.

Sheila was very happy to get back into some schools this May and do classroom visits to talk about the summer reading program. The Altoona Elementary first graders walked to the library and Sheila and Amber both led a story time and tour for them. Sheila was also able to visit quite a few classes at Centennial Elementary in the school library. The kids were very excited to see the programs we were planning to offer this summer. Sheila also made flyers for them to take home to their parents. Then, Sheila delivered posters to the elementary schools in the area. It must have worked because many of the early June programs are already full!

There was a decent sized group for crochet club. The kids who come regularly are eager to talk about what they are making and just generally socialize with the other kids their age. Sheila and Amber split the group based on learning level, and it's working great thus far.

Finally, Sheila enrolled in a class from Library Journal Professional Development that taught methods for leading projects in a library environment. It took up the first couple

of weeks of May and said it was interesting to see how projects can be planned for and organized, even on a small scale.

7. Unfinished business

- a. Election of Officers: President will be Mary Rork-Watson, Vice President will be Matt Kray and Secretary will be Mindy Goldsberry. The election was approved with a motion by Vance, second by Rork-Watson and passed unanimously.
- b. Review Personnel Policy – No changes
- c. Review CE Policy – Verbiage was changed to match the city policy to read, “Expenses will be paid or reimbursed according to the City of Altoona’s travel and continuing education policies”. This change was approved with a motion by Kray, a second by Vance and passed unanimously.
- d. Review Dress Code Policy – No changes
- e. Contract agreement for library services to rural Polk County Residents from the Polk County Library Association (PCLA). The PCLA contract for the next three years was reviewed by the board and approved with a motion by Vance, a second by Kray and passed unanimously. It was signed by Alan Miller as President and Mindy Goldsberry as secretary.

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 – Policy Review, Board CE

11. Next meeting: Tuesday, July 11<sup>th</sup>, 2023, at 7:00 p.m. at the library

12. The meeting was adjourned at 7:48 PM by consensus.