



Altoona Public Library Board of Trustees
Tuesday, October 10, 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 Rork-Watson at 7:00 PM
 - b. Board Members Present: Mike Hamilton, Matt Kray, Alan Miller, Mary Rork-Watson, Abbey Strum (virtually), Mark Vance
Board members Absent: Mindy Goldsberry
 - c. Library Staff Present: Kim Kietzman, Amy Turgasen,
 - d. Others Present: Scott Duer, city council liaison
2. Approval of the Agenda
 - a. The agenda was approved with a motion by Hamilton with a second by Vance and passed unanimously.
3. Approve Minutes (September 2023)
 - a. The minutes of the September 12th meeting were approved with a motion by Vance, a second by Kray and passed unanimously.
4. Approve Bills and Budget (September 2023)
 - a. September bills were approved with a motion by Hamilton, a second by Vance and approved unanimously.
5. Public Comment
 - a. None
6. Staff Reports:

Director's Report – The library continues to be busy. Circulation numbers are up from last year, particularly downloading/streaming borrows. The children's librarian position has been posted nationally. The field of qualified candidates are low. Kim is working with Rachel, the GIS expert, to see if the library could use the GIS software deployed by the city.

Adult Programming – Turgasen reported that 15 adult programs were held with attendance of 128. Splat Studio and Senior Movie Matinee events have seen increasing attendance. The puzzle competition had 5 teams, and another program will be held in December. Molly is exploring ways to offer tech assistance to the seniors with an appointment.

Teen Programming – There were 6 teen programs with an attendance of 21. Intro to Procreate featured new iPads from the Meta grant. Other fun events were Will it Waffle and crochet club.

Children's Services – With the vacant children's librarian position, the children's programming is running on a smaller scale through December. Amber is doing great, and other staff members have jumped in to help.

7. Unfinished Business

- a. Strategic Plan Selection – the trustees reviewed the six proposals received and chose CP2 with a motion by Kray, 2nd by Hamilton, and passed unanimously.
- b. CIP/Personnel Requests – CIP request for expansion/remodel and an additional staff member (Patron Services Librarian) were both unanimously passed after a motion by Hamilton and a second by Vance.

8. New Business

- a. Trustee CE – Kray provided an update to the board from the Countywide Trustee Training he attended on September 26th.
- b. Meta Grant Application – the application for digital art project was unanimously approved after a motion by Vance and a second by Hamilton
- c. Policy Review – Behavior Policy. No changes were proposed.
- d. Salary Matrix Pay Gap Discussion - A discussion was held regarding the increasing pay gap between the Library Director and other city department heads. Gaps also exist in the Assistant Director position. The board advised Kietzman to request documentation from the last salary wage and benefit survey.

9. Other Business – council liaison Duer advised the board that closed sessions should only be used in the rarest of occasions, and if a closed session was held and later deemed to be an improper use of a closed session, the members in attendance could be personally fined.

The board will never use a closed session without the prior approval of the city attorney.

10. Agenda items for the next meeting – Draft Budget, Trustee CE, Annual Report, Calendar Year 2024 Closing/Hours.

11. Next Meeting: November 14, 2023, at 7:00 PM at the library

12. Meeting was adjourned at 8:20 pm with a motion by Vance and a second by Kray, and unanimously passed.