

1/15/22

Minutes from January 13, 2022 Alta Community Library Board Meeting:

Attendees: Anne Iehl, Gretchen Miller, Colleen Swanz, Elizabeth Snyder, Gigi Nelson

Absent: Jeri Kolpin, Anna Garcia, Andrea Peterson

Call to order at 5:23 by President Anne Iehl

Motion to approve the agenda Gretchen, 2nd by Elizabeth. Approved

Old Business:

Discussion and review only of Director of Library job description:

Reviewing each page of items, with intention to refine, combine or remove those that don't pertain; to reduce the description down from 5 pages to goal of two pages. Anne made notes to her packet for revisions.

Key points confirming:

- 1) The position is part time hours of 24 hours per week / 48 hours per pay period. Minimum days worked: 4 days per week.
- 2) Budget line items 3 & 4 needs adding 'within the terms of the 28E agreement with the Alta-Aurelia Community School District'
- 3) Adding 'City Council' to the list of monthly meeting required with changing other meetings listed to 'as needed'.
- 4) Other category: Andrea to have input here regarding maintenance of license and library accreditation (State requirements) and maintaining data and reports needed for these items.
- 5) Looking to reference the State of Iowa Library website plus communicate questions to Bonnie McKowen
- 6) May also need advice from Megan Peterson, City of Alta Clerk, and possibly review by the City Attorney
- 7) Tabled discussion about possibility of benefits for a part time position for future; needs more research and input from others
- 8) Establish a protocol and document for airing staff concerns and complaints for city library employees

Meeting adjourned at 6:35.

Next Meeting for January Board is set for January 20th, 2022

Submitted by Gigi Nelson, Board Secretary

Submitted by Gigi Nelson - Secretary

Alta Library MINUTES FROM January 24, 2022 MEETING BELOW:

1. Call to Order by Anne Iehl, Board President @ 5:19 pm
2. Roll call for quorum - A quorum was present in person. Present: Anne Iehl, Gigi Nelson, Gretchen Miller, Colleen Swanz, Jeri Kolpin, Director: Andrea Peterson. Absent: Anna Garcia, Elizabeth Snyder
3. Approve Agenda: No changes – Colleen Moved/Gretchen 2nd to approve agenda.
4. Citizen Input - none
5. Approval of December 20, 2021 & January 13, 2022 Minutes – Motion to approve both without changes. Moved by Colleen/2nd by Jeri. Approved
6. December Statistical Reports – Noted that the library closed due to weather affecting 13.5 hours of operations. Receipt of the Enrich Iowa Check from the State was based off of the October statistics sent into the State.
7. December City Revenue and Expense Reports – Noting that 52% of budget has been spent by mid-fiscal year (December 31). Commenting on higher salary total partially due to raises approved late in 2021, being retroactive from July 1, 2021. The December payroll was higher due to the wage increase paid out in one check.
8. Approval of January Bills – Reviewed bills noting that the ARPA grant will be reimbursed once they receive the paid invoice document. The library will ask for the balance left after the \$5000 ARPA grant to be taken from the City Savings account money. Gigi Moved to accept; Gretchen 2nd. Approved.
9. Unfinished Business
 - a. Dolly Parton Imagination Library – Andrea communicated with the City regarding the 501(c)3 partnership but

Report
Janitor (13?)
Lana
Julie
Denise
Kirk #10

found that it was not the correct licensing for this venture. The type needed was for non-profit mailing rates, so Andrea will go to the Kiwanis for discussion of partnership with them. Andrea included a colorful flow chart of illustration on how the Dolly Parton Imagination Library works and functions. Follow up next month.

- b. Director Benefits/Job description – Committee (Anne Iehl, Gretchen Miller & Elizabeth Snyder) provided a 2nd, condensed document for review. Andrea advised that under QUALIFICATIONS, the Board would pick from the 4 criterion as to the level wanted and disregard the other ones. PHYSICAL DEMANDS section would be reviewed with Bonnie McKowen at the State for what is current for ADA compliance. Everyone to review again for 3rd reading in February.
- c. Security Camera – Andrea inquired with Bill Walters and he will look into concern/request and respond back.
- d. Digitized Records - Once advised of completion and the digital link is added to the Alta Lib Website, then Andrea will contact the newspapers for a feature story to run about the grant and digital work.

10. New Business

- a. CE Credits for Director: Endorsement was renewed for 3 years for Andrea Peterson.
 - b. Director's Report: No action needed by board. Andrea commented on future projects and ideas for expanding the public library programs and facilities she has in mind for the future. Discussed the three savings accounts and their origins, i.e. the Crocker Funds
11. 2022-2023 Budget - State information re: market adjustment for Size C libraries coming. Question on \$5000 disbursement, where did it come from? (\$5000 grant from ARPA yet.) Money for Maint Bldg & Structure discussion. Noted money from Bks, Films, etc for childrens books used to help school's fundraiser money during pandemic to buy more books. 3% budget increase proposal, to be reviewed in February, for \$77263 total.

12. Next Meeting: February 10th @ 5:15pm

13. Adjourned at 6:15 pm. Motion by Gretchen/2nd Colleen

Submitted by Gigi Nelson - Secretary

Alta Library MINUTES FROM February 10, 2022 MEETING BELOW:

1. Call to Order by Jeri Kolpin, Board Vice President @ 5:22 pm
2. Roll call for quorum - A quorum was present in person. Present: Gigi Nelson, Gretchen Miller, Elizabeth Snyder, Jeri Kolpin, Director: Andrea Peterson. Absent: Anne Iehl, Anna Garcia, Colleen Schwanz
3. Approve Agenda: No changes – Gretchen Moved/Elizabeth 2nd to approve agenda.
4. Citizen Input – Pam Henderson present and will have information on the Dolly Parton Library project
5. Approval of Jan 24 2022 Minutes – Motion to approve without changes. Moved by Gretchen/2nd by Elizabeth. Approved
6. January Statistical Reports – Noted Donation of \$250 for Donna Bell Siebert Memorial received. Memorials coming in for Joyce Sandine Memorial; will report on in March.
7. January City Revenue and Expense Reports – Note invoice paid for digitizing the Alta Advertiser records and waiting for reimbursement from ARPA (grant money). Tabulation was as books, film category but once received that \$5000 will be deducted. Children’s programming expenses high due to purchase of library promotional materials, i.e., printed book bags. Andrea will change those receipts to go to other category(s) to bring down that total. More summer children’s programs coming. Discussion about Megan Peterson’s email pertaining to the City Savings account as a maintenance fund to draw from for large, future projects or purchases.
8. Approval of February Bills –Smaller listing to approve since January meeting was later that month, with February payroll showing only for the 1 pay period instead of two. Gretchen Moved to accept; Elizabeth 2nd. Approved.

9. Unfinished Business

- a. Dolly Parton Imagination Library – Andrea reporting that the city is a 501(c)4 partnership and so is Kiwanis, per Pam Henderson. The 501C3 non-profit is a different status. Suggestion to contact PTO, 4H or Scouts for their status as 501(C)3.
- b. Director Benefits/Job description – Andrea reported her review of the job description as acceptable but to choose the hiring criteria instead of showing all 6 levels. She felt that the document was similar to the current job description. ADA compliance requirements similar to the state listing. Discussion on accepting hiring criteria 4, 5 and 6. Anne to compose a final document for approval.
- c. Digitized Records / Grant news story – Press release format received from ARPA to use when ready. Waiting for link from the data processing company to arrive.

10. New Business

- a. Director's Report: Andrea presented letter requesting medical leave from Feb 28 through March 28. Discussion on having list of duties with back up staff ready before leave begins. Motion by Jeri/ 2nd by Gigi to approve the unpaid leave of absence for medical reasons.
- b. 2022-2023 Budget - Discussion on 3% overall budget increase proposal. Worksheet reviewed. Proposed total \$82,671 and will be presented for City Council Budget workshop in February.

11. Next Meeting: March 10th @ 5:15pm

12. Adjourned at 6:15 pm. Motion by Gigi/2nd Elizabeth

Submitted by Gigi Nelson - Secretary

Alta Library MINUTES FROM February 24, 2022 MEETING BELOW:

1. Call to Order by Anne Iehl, Board President @ 5:19 pm
2. Roll call for quorum - A quorum was present in person. Present: Gigi Nelson, , Elizabeth Snyder, Jeri Kolpin, Colleen Schwanz, Director: Andrea Peterson. Absent: Anna Garcia, Gretchen Miller
3. Approve Agenda: No changes – Colleen Moved/Elizabeth 2nd to approve agenda.
4. Citizen Input – none
5. Unfinished Business
 - a. Director's Report: Andrea presented the work schedule calendar for the month of her leave of absence (Feb 28 through March 28). Discussion on the calendar with assigned hours and duties for the staff. Board members can volunteer to help for the annual school book fair week of 3/13 – 3/18. The regular library board meeting will be held on 3/10/22 with agenda to approve time cards, bills and budget for 2022-23. Other reports to be presented following Andrea's return. Anne advised that Andrea will need a medical release from the doctor to return for her duties. Motion by Jeri/ 2nd by Gigi.
6. **Next Meeting: March 10th @ 5:15pm**
7. Adjourned at 5:35 pm. Motion by Gigi/2nd Elizabeth

Submitted by Gigi Nelson - Secretary

Alta Library MINUTES FROM March 10, 2022 MEETING BELOW:

1. Call to Order by Anne Iehl, Board President @ 5:20 pm
2. Roll call for quorum - A quorum was present in person. Present: Anne Iehl, Gigi Nelson, Elizabeth Snyder, Jeri Kolpin, Absent: Gretchen Miller, Anna Garcia, Colleen Schwanz. Director: Andrea Peterson on leave
3. Approve Agenda: No agenda had been posted by accident but meeting listed on City Website. Discussion only but no action to be taken.
4. Citizen Input – None
5. Approval of Feb 10, 2022 Minutes – Minutes will need to be approved at the April meeting.
6. February Statistical Reports – To be reviewed in April meeting.
7. February City Revenue and Expense Reports – To be reviewed in April meeting.
8. Approval of February Bills – Discussion on bills available this month with initialing off on invoices to go to Megan Peterson to be paid in March. Andrea will put bills into spreadsheet record for March, to be approved in April. Time cards were reviewed also but had already been paid per usual schedule. 2022-23 Budget was approved by City Council having 3% increase over current budget.
9. Unfinished Business
 - a. Dolly Parton Imagination Library – tabled until April
 - b. Director Benefits/Job description – Discussion. Anne Iehl to finalize and go over with Andrea upon her return by doctor's approval.
 - c. Digitized Records / Grant news story – Andrea to update in April
10. New Business

- a. Director's Report: Andrea on leave of absence. To advise on return 3/28 with doctor's release.
- b. March calendar review: Board members to fill in as helpers for Week of 3/14: Jeri Monday 12 – 2pm & Thursday 10am-noon during Book Fair. Anne Iehl also helping at Book Fair on 3/15 & 3/17. Gigi to help 4 – 7pm Wedn 3/16. Week of 3/21: Gigi helps on 3/21 from 3-7. On 3/23: Jeri 3-5pm & Elizabeth 5-7pm. 3/26 Children's Program Gigi to help at 9:30am.
- c. Discussion: Board Terms to renew: Anna Garcia's term ends 6/22 and Elizabeth's term may need to be filled if their family moves this summer. (2 board positions will need filling). Revisit board self-evaluation when Andrea returns from leave.

11. Next Meeting: April 14th @ 5:15pm

12. Meeting Adjourned @ 5:35 pma

Submitted by Gigi Nelson - Secretary

Alta Library MINUTES FROM April 7, 2022 MEETING BELOW:

1. Call to Order by Anne Iehl, Board President @ 5:25 pm
2. Roll call for quorum - A quorum was present in person. Present: Director: Andrea Peterson, Anne Iehl, Gigi Nelson, Jeri Kolpin, Colleen Schwanz. Absent: Gretchen Miller, Anna Garcia, Elizabeth Snyder.
3. Approve April Agenda: No changes Motion to approve by Gigi, 2nd by Colleen. Approved
4. Citizen Input – Visitor Jesse Peterson – No comments
5. Approval of March 2022 Minutes – Change of April meeting notice, to be April 7 from April 14 per March Meeting motion. Motion to approve with change by Jeri, 2nd by Colleen. Approved.
6. Statistical Reports – Reviewed Feb & March Statistical Reports. Attendance up greatly in March due to the programs and book fair held.
7. City Revenue and Expense Reports – Reviewed Feb & March reports. Question on Workman’s Comp and Property Insurance expenses. Discussion on details and what is not known on policies. Will inquire with City Clerk.
8. Approval of April Bills – Ingram supplier had a credit from overpayment in January applied to March invoice. Invoice lower than usual. Andrea to review renewal of periodicals and magazines. Motion to approve bills by Colleen, 2nd by Jeri. Approved
9. Unfinished Business
 - a. Dolly Parton Imagination Library – Gigi will research 501c3 non-profits in the Alta and Aurelia communities for next meeting.
 - b. Director Benefits/Job description – Revised job description doc again reviewed. A copy sent to Bonnie McKewon of State Lib. She will update state criterion per new state update. Special meeting to be held to approve final doc.

- c. Digitized Records / Grant news story – The digital newspaper file was mistakenly linked to Storm Lake Library instead of Alta's website. The link will be put into a county file and then fixed into the Alta Lib website. Andrea will submit invoice to be reimbursed for the \$5000.

10. New Business

- a. Director's Report: Andrea submitted formal letter of resignation. Also she advised regarding an opening for a summer librarian needed for summer children's programming. Updates given on other staffing needs. List of concerns given to Andrea from Staff for final before her last day as director. Andrea to send 28E Agreement doc to Anne Iehl for review. Termination date: April 21. Reviewed the April calendar.
- b. Board Member Openings: Anna Garcia term expires 6/22. Elizabeth Snyder's term ends 6/24: appoint replacement for 2 years balance. Gretchen Miller advised leaving the board, term ending 6/23: appoint replacement for the 1 year balance.
- c. Discussion: Andrea reported on agreements extended for one year each: Bridges programming and Enrich Iowa Agreement (state funding). Need to review 28E Agreement, invite Principal Tim Scott to board meeting, arrange for summer cleaning of library. Calling Special Meetings as needed for hiring process of new director.

11. Next Meeting: May 12th @ 5:15pm

12. Meeting Adjourned @ 6:45 pm

Submitted by Gigi Nelson - Secretary

**Alta Library MINUTES FROM April 13, 2022 SPECIAL MEETING
BELOW:**

1. Call to Order by Anne Iehl, Board President @ 5:15 pm
2. Roll call for quorum - A quorum was present in person. Present: Director: Andrea Peterson, Anne Iehl, Gigi Nelson, Jeri Kolpin, Colleen Schwanz, Anna Garcia, Gretchen Miller. Absent: Elizabeth Snyder.
3. Approve April 13 Agenda: No changes Motion to approve by Gigi, 2nd by Colleen. Approved
4. Citizen Input – No comments
5. Unfinished Business
 - a. Review & Approve Director of Library Job Description – Motion by Anna, 2nd by Gretchen. Approved.
 - b. Review & Approve of posting job positions open for director, summer janitor, summer children’s library programmer and library desk clerk. Interim library director position open until new director hired. Motion to approve Andrea Peterson as interim director for one day per week (Wednesday), to post the summer openings on free sites as listed above, made by Gretchen, 2nd by Gigi. Approved.
 - c. Discussion: General discussion on interview process, location of room for privacy for interviews (city hall conference room) plus salary/wage ranges. Volunteers for hiring committee formed noted.
6. **Next Meeting: May 12th @ 5:15pm**
7. Meeting Adjourned @ 6:05 pm

May 11, 2022

Agenda For Alta Community Public Library May 12, 2022 Board Meeting

At: Library located at 1009 S Main Street Alta IA 51002

Time: 5:15 PM

Call to Order

Roll Call for quorum – Members: Anne lehl, Anna Garcia, Jeri Kolpin, Gretchen Miller, Gigi Nelson, Elizabeth Snyder, Colleen Schwanz, Director Andrea Peterson

Visitors Welcome

Corrections & Approve of May Agenda

Citizen Input:

April Minutes – Make Corrections if needed

Accept & File Past Statistical Reports

Accept & File Past City Revenue & Expense Reports

Approve May Bills

Old Business:

Dolly Parton Imagination Library – 501(C) 3' partner search

Open Job Postings (Director, Summer Programming, Cleaning): Status of applications

Open Board positions (2)

Digitized Alta Advertiser Records – Status of receiving grant money (\$5000)

New Business:

Director's Report & June Staff Calendar

Review 28E arrangement between City and School facilities

Summer Hours and children's programming

Inventory & Weeding Old Books

Next Meeting: June 9, 2022 Adjournment

Submitted by Gigi Nelson - Secretary

Alta Library MINUTES FROM May 12, 2022 MEETING BELOW:

1. Call to Order by Anne Iehl, Board President @ 5:15 pm
2. Roll call for quorum - A quorum was present in person. Present: Director: Andrea Peterson, Anne Iehl, Gigi Nelson, Jeri Kolpin, Gretchen Miller, Anna Garcia, Elizabeth Snyder, Colleen Schwanz. No absences.
3. Approve May Agenda: Agenda changed to move discussion on 28E agreement first in discussion with Mr. Scott. Motion to approve with change by Elizabeth, 2nd by Anna. Approved
4. Citizen Input – Visitors: Mr. Tim Scott, Principal, Pam Henderson, City Council– Mr. Scott addressed the board that the school librarians would have to be pulled in as aids for classroom next school year if there were not enough substitutes or aides to help. Discussed the 28E agreement and if any changes were to be proposed, Pam Henderson advised that all boards involved (School, City, Library) in discussions besides a public vote to change the legislation of the 28E agreement. Mr. Scott would like the new superintendent to be informed about this arrangement, once he begins work with the school district.
5. Approval of May & April 7, 2022 Minutes – Motion to approve by Colleen, 2nd by Jeri. Approved.
6. Statistical Reports – Per Andrea, the month was average. Fiscal Year report will be presented in July Meeting, Denise runs the year end reporting and its due in August to the state org.
7. City Revenue and Expense Reports – Discussion on financial document. Questioned Andrea about refund of the \$5000 grant money. She had to finish documents for submittal to the grant administrator on June 9. She was asked to give contact information to Gigi Nelson for follow up.
8. Approval of June Bills – Motion to approve bills by Gretchen/2nd by Elizabeth. Approved.

9. Unfinished Business

- a. Dolly Parton Imagination Library – Laura Turnquist may be able to confirm AA Foundation 501(c)3 status. Check with Laura.
- b. Summer Cleaning Position: Comments on training made.
- c. Open Board Positions: Natalie Bradburn is willing to take a board position. Elizabeth will invite Natalie to July 14 board meeting. That leaves one open position remaining to be filled. Both Gretchen and Elizabeth indicated that July 14 board meeting would be their last.
- d. Digitized Records / Grant news story – Andrea to finish before she leaves on June 9th.

10. New Business

- a. Director's Report: Reviewed June and July Staff Calendars. The Alta Community Library is qualified as Tier 3. Accreditation process can be completed on line. Bonnie McKewon can assist from the State org. Laura Turnquist has been hired as interim director. Opening for new director posted on State Library website, City's FaceBook page, Indeed, GlassDoor employment sites.
- b. Year End Report for 2022: Final report due in October per Andrea.
- c. Summer Children's Programming: Witter Gallery for July 11 added.
- d. Inventory and Weeding Processes: The inventory has begun.

11. Next Meeting: July 14 @ 5:15pm

12. Meeting Adjourned @ 6:35 pm

Submitted by Gigi Nelson - Secretary

Alta Library MINUTES FROM June 9, 2022 MEETING BELOW:

1. Call to Order by Anne Iehl, Board President @ 5:15 pm
2. Roll call for quorum - A quorum was present in person. Present: Director: Andrea Peterson, Anne Iehl, Gigi Nelson, Jeri Kolpin, Gretchen Miller, Anna Garcia, Elizabeth Snyder, Colleen Schwanz. No absences.
3. Approve June Agenda: Agenda changed to move discussion on 28E agreement first in discussion with Mr. Scott. Motion to approve with change by Elizabeth, 2nd by Anna. Approved
4. Citizen Input – Visitors: Mr. Tim Scott, Principal, Pam Henderson, City Council– Mr. Scott addressed the board that the school librarians would have to be pulled into Preschool Classrooms next school year if there were not enough substitutes or aides to help. This could close the library during public hours. He should contact a library board member to advise if this happens. Discussed the 28E agreement and Mr. Scott asked if any changes were to be proposed to move the city library out of the school. Pam Henderson advised that all boards involved (School, City, Library) in discussions along with a public vote would be required to change the legislation of the 28E agreement. Mr. Scott would like the new superintendent to be informed about this arrangement, once he begins work with the school district.
5. Approval of May & April 7, 2022 Minutes – Motion to approve by Colleen, 2nd by Jeri. Approved.
6. Statistical Reports – Per Andrea, the month was average. Fiscal Year report will be presented in July Meeting, Denise runs the year end reporting and its due in August to the state org.
7. City Revenue and Expense Reports – Discussion on financial document. Questioned Andrea about refund of the \$5000 grant money. She had to finish documents for submittal to the grant administrator on June 9. She was asked to give contact information to Gigi Nelson for follow up.

8. Approval of June Bills – Motion to approve bills by Gretchen/2nd by Elizabeth. Approved.
9. Unfinished Business
 - a. Dolly Parton Imagination Library – Laura Turnquist may be able to confirm AA Foundation 501(c)3 status as a partner. Checking with their attorney.
 - b. Summer Cleaning Position: Comments on training made.
 - c. Open Board Positions: Natalie Bradburn is willing to take a board position. Elizabeth will invite Natalie to July 14 board meeting. That leaves one open position remaining to be filled. Both Gretchen and Elizabeth indicated that July 14 board meeting would be their last.
 - d. Digitized Records / Grant news story – Andrea to finish before she leaves her job with the library on June 9th.

10. New Business

- a. Director's Report: Reviewed June and July Staff Calendars. The Alta Community Library is qualified as Tier 3. Accreditation process can be completed on line. Bonnie McKewon can assist from the State org. Laura Turnquist has been hired as interim director. Opening for new director posted on State Library website, City's FaceBook page, Indeed, GlassDoor employment sites.
- b. Year End Report for 2022: Final report due in October per Andrea.
- c. Summer Children's Programming: Witter Gallery for July 11 added.
- d. Inventory and Weeding Processes: The inventory has begun.

11. Next Meeting: July 14 @ 5:15pm

12. Meeting Adjourned @ 6:35 pm

Submitted by Gigi Nelson - Secretary

**Alta Library MINUTES FROM June 16, 2022 SPECIAL MEETING
BELOW:**

1. Call to Order by Jeri Kolpin, Board Vice President @ 5:18 pm
2. Roll call for quorum - A quorum was present in person. Present: Gigi Nelson, Jeri Kolpin, Colleen Schwanz (by cell phone), Anna Garcia, Gretchen Miller (by cell phone), Elizabeth Snyder. Absent: Anne Iehl
3. Approve Agenda: The special meeting was held within 24 hour notice, to approve an interim director for the summer months. Motion to approve by by Colleen and 2nd by Anna. Approved
4. **New Business:**
 - a) Interim Director Position: Made adaptation to standard job description specific needs of applicant: 20 hours per week minimum Weekly payment minimum 20 hours per week but can be paid accordingly for any extra hours worked over 20 hours. The interim director will schedule her necessary time off for doctor appointments, personal days she needs, scheduling staff to cover library hours and duties. She has full authority to change the calendar and work schedules as necessary to complete inventory and weeding or other program tasks. She will monitor the cleaning staff for their duties and hours.
 - b) Installation of Laura Turnquist as interim library director. Motion by Elizabeth, 2nd by Colleen. Approved Contract document signed by Jeri (Vice Pres), Gigi (Secretary) and Laura. Copy to be given to Megan, City Clerk.
5. Discussion: Gretchen advised on her investigation and work with Denise to organize closets for more totes and a new vacuum cleaner. She recommended that Laura purchase the totes to fit each storage closet and a Dyson rechargeable & cordless vacuum immediately. The funds remain in the budget for maintenance needs so no need for motion to purchase.

6. Next Meeting: Monthly Board Meeting on July 14th @ 5:15pm

7. Meeting Adjourned @ 5:43 pm

Submitted by Anne Iehl - President

Alta Library MINUTES FROM July 14, 2022 MEETING BELOW:

Call to Order by Anne Iehl, Board President @ 5:20 pm

Roll call for quorum - A quorum was present in person and by phone. Present: Director: Laura Turnquist, Anne Iehl, Gigi Nelson, Gretchen Miller, Elizabeth Snyder. Absent: Colleen Schwanz, Jeri Kolpin, Anna Garcia.

Approve July Agenda - No changes. Motion to approve by Elizabeth, 2nd by Gretchen. Approved

Citizen Input – Kayla Wilson present to discuss Dolly Parton Imagination Library and Warrior PTO participation in getting things up and running.

Approval of June 9 and Jun 14, 2022 Minutes – No changes. Motion to approve by Elizabeth, 2nd by Gretchen. Approved.

Statistical Reports – Reviewed June Statistical Reports. Increase in patrons with children's programs and being present at Food Truck Monday's.

City Revenue and Expense Reports – Reviewed June statement with discussion about reasons for remaining salary budget due to changes in staffing.

Approval of June Bills – Motion to approve bills by Elizabeth/2nd by Gretchen. Approved.

Unfinished Business

- Dolly Parton Imagination Library –
 - Previous History:
 - August 2019 Dolly Parton proposed to library
 - Jan 2020 Crocker Children's Book Funds can be used for this
 - Groups checked into to partner need to be 501c3,
 - Not qualified: school, city, Kiwanis,
 - March 2021 cost determined \$387Alta/\$160 Aurelia
 - Current:
 - PTO member, Kayla Wilson, was contacted by Laura to see if the PTO would consider partnering with the Alta Library, she will review and bring to her board

- Kayla attended board meeting and showed interest in partnering with Alta Library, Laura will get in touch with Dolly Parton Imagination Library to see what next steps are so Kayla can present for approval from her board.
- Open Job Postings: Still currently have opening for Director with one current application. Board to interview candidate 7/15/2022. Requested Megan to take down posting for janitor and children's programming. Children's programming is scheduled thru the summer, hold on hiring anyone else until new director can get established and determine what is needed.
- Open Board Positions: Natalie Bradburn will be asked to fill Gretchen Miller's term 2023. Open position to be posted on Facebook.
- Digitized Records/Grant news story –
 - Previous history of this grant:
 - December 2020 Jeff Brown advantage archives letter to area libraries
 - June 2021 Joan Curbow presented idea & quote obtained
 - July 2021 applied for ARPA grant
 - October 2021 News press sent to admin, email found on Feb. 4, 22 for social media
 - Jan 2022 Funds taken from maintenance and Bldg account, approved by city board
 - April 2022 believe to be sent to wrong link
 - May 2022 corrected forms sent - not correct information though
 - June 28 - Andrea H. (past director) came to Alta Library to prepare document to be sent to Linda Choate, Administrative Assistant State Library of Iowa, change of address
 - June 30th Linda replied to email saying not an invoice but a quote was submitted
 - July 3 Laura emailed Megan, city clerk, to ask for copy of invoice, she then contacted the Advantage Archives, LLC and they emailed an invoice
 - July 8 email received for invoice and forwarded to Linda Choate who confirmed and is submitting to accounting to pay

Alta Library. She also confirmed the final evaluation has been completed.

- The digitization of the archives are found on <https://stormlake.advantage-preservation.com/>
- Jeff from Advantage Archives was contacted by Laura on July 8 and found that these are posted on the web site mentioned above, the title to this page will soon be Buena Vista County not Storm Lake Library. We can link this to our Alta Library web page.
- Emailed Megan, City clerk on 7/14, no deposit yet
- Current - \$5000 amount will then be posted to what account? Ask city clerk
- 28E Agreement
 - Previous history:
 - 28E agreement revised 2018
 - May 2022 Tim Scott input at library board meeting stating library staff will be pulled if subs are needed for classroom aides
 - Laura to meet with new superintendent to review and will invite to August board meeting
- Security Camera
 - Previous history:
 - August 2021 - add security camera
 - November 2021 - director to contact Superintendent
 - February 2022 - director emailed Superintendent
 - School board approved security camera project for whole school
 - Current - Checking on status with Superintendent
- Counter – for patrons at the door
 - Previous history - installed by staff, needs to be connected electrically
 - Current - Checking on who to hire for this and quotes

New Business

- Carpet Cleaning - Service master quote obtained for cleaning carpets and chairs. Motion to approve moving forward with cleaning carpets and chairs before school starts by Elizabeth, 2nd by Gretchen. Motion approved.
 - Check with city clerk from what account to pull funds
- Pergola - June 2022 Request from library board to check into structure for outside of library over picnic table
 - Size and style to be determined - examples from Amazon
 - Contacted Megan, city, and since on school property not able to advise, will need to contact school superintendent to see if able to add and proceed with this structure
 - Building permit required through city
 - City council approval from maintenance and building funds
 - Order from Amazon and hire to be put up or quotes from local landscapers to build
 - Site of current cement under picnic table - 10'x12' – Laura will get quotes from area contractors to determine how to move forward.
 - Laura, interim director to talk with superintendent about permission to put on school property
- Computers
 - School replaced both computers at counter
 - City computers need program to erase changes and history, need to contact Storm Lake Computer shop to help set up maintenance
- Staff Wages/hours
 - Requested that staff can come in early to open library and have it ready. So will be paid for 15 minutes extra for each shift.
 - Board reviewed wages for raises, agreed to give each \$1, plus 3% of current wage for each staff member except Jersey who is a new hire.
 - Motion to increase wages for Laura, Denise, Julie and Kirk by \$1 plus 3% of current wage and to allow staff to come in a little early (no more than 15 minutes) to prepare for the day by Elizabeth, 2nd by Gretchen. Approved.

- Board nomination of Officers – had to be delayed to August board meeting due to the board member present to nominate were leaving their positions and didn't feel right nominating members that were not present.

Director's Report

- Library Programs
 - History - Laura children's programs - asked for less duties with growing family but still supportive, director wanted to use children's program hours for more hours to work. Staff had to assist with all programs, Laura planned most of the programs, while working a 55 hour full time job Past school year - Halloween, December (Nov. 21) minutes Holiday Hootenanny nights and Hometown Christmas (none of these programs happened as Laura was not available).
 - Movie night programs were to be reinstated (Nov. 21) and a movie license of \$226 was paid and no movie programs were planned for 2021 or 2022.
- 2022 Summer programs
 - Canceled July 13th -Perfect Imperfections DYI - Spencer Chamber of Commerce confirmed out of business
 - Alta Food Truck library display - give away discarded books and activity bags
 - Community Coffee and Conversations - Saturdays 10-11 Adult program for free coffee, tea, ect., recipe of the week
 - Storywalk - checking with school and city about where to set up, boards on stakes using discarded big books for pages
 - Ready, Set, Grow - providing activity bags for children
 - Volunteers for Food Truck and Toddle Time
- Future programs
 - August - Beginner Yoga for Adults @ 9:30, possible other months and various instructors
 - September 17th@ 10:30 - Pockets Full of Fun now Stanley the therapy dog program (no shed/hypo) from Orange City \$150 + \$25 mileage (goes to charity)

- October - Return of Laurie Huss to staff or celebrate her 17.5 yrs.
Worked for city
- October 29th - Costume Party - use extra items for activity bags, books, prizes from summer program, items ordered
- November - Dinosaur story time by Laura
- December 3 @ 10:30 Christmas Open House -
 - Santa - Steven, will bring throne Friday night
 - Decorated trees to be given away by drawing, have 25 little trees and lots of decorations, need decorators
 - Activity bags
- Other Items Accomplished:
 - Held 2 staff meetings, written job duties for staff and program list of instructions
 - High school volunteers for Toddle time, Jersey, Tristen, Claire
 - Volunteers for Food Truck - Kazlynn, Destiny, Dominic
 - Closets and shelves, Dave hung shelf in storage room and restroom
 - Bean bags, refilled with staff
 - Removed Covid-19 precautions of Sneeze guards and plastic on computers, Culligan water set out, not wiping down books, etc.
 - Garage sale \$49 donated
 - Storm Lake Computer shop - set up Dell laptop, made Lenovo laptop files available
 - Keys returned from Andrea and given to Sally Van Houten
 - Thank you stipend for Laurie Huss for help before interim director, checking with Megan on how to proceed,
 - Meetings with Bonnie (state level), board members, Megan (city), Andrea, previous director, superintendent
 - Scanning email changed, changed email on Atrium to email out receipts
 - Weeding DVDs done, looking to move the large print section
 - Donations received: Fridley Theater and Iowa Cubs tickets, planning activities to give them away.
 - Password list - finding many are wrong, so resetting them as needed.

- Inventory and Weeding
 - Discovered that inventory had not been done adequately for 5 years.
 - At completion of Inventory for 2022 it was discovered that 1181 books were not accounted for. Upon investigation it was discovered that on 8/10/2020 of the books missing 73% of the easy read books and 90% of the adult books had been added to inventory instead of removed from inventory. These entries were removed from the system to clean it up.
 - Final count of missing inventory is 307 over the course of 5 years.
- State reports due July 31,2022
 - Laura will work with Denise to complete.

Next Meeting: August 11th @ 5:15pm

Meeting Adjourned @ 6:48 pm

Submitted by Gigi Nelson - Secretary

**Alta Library MINUTES FROM July 20, 2022 SPECIAL MEETING
BELOW:**

1. Call to Order by Anne Iehl, Board President @ 5:19 pm
2. Roll call for quorum - A quorum was present in person. Present: Anne Iehl, Gigi Nelson, Jeri Kolpin, Colleen Schwanz, Anna Garcia, Gretchen Miller, Interim Director: Laura Turnquist (by phone). Absent: Elizabeth Snyder
3. Visitor: Natalie Bradburn
4. Approve Agenda: Motion to approve (no changes) by Colleen and 2nd by Gretchen. Approved
- 5. New Business:**
 - a) Library Director Position: Two applications were presented and reviewed at the Board table. One applicant was unable to be interviewed due to a city policy. The other applicant was highly qualified and interviewed by Board President and Interim Director prior to the meeting.
 - b) Installation of position: Motion to hire Tirzah Price at \$20 per hour, per official job description, described as part time (up to 24 hours weekly but allowing up to 32 hours as needed) and receiving IPERS benefit. Start Date is August 1st. Motion made by Colleen, 2nd by Anna. Approved
 - c) Discussion: Anne Iehl would offer position formally to Tirzaha Price on 7/19. Anne would contact the other applicant to advise that the director's position was filled. Laura Turnquist (Interim Director) will work with Tirzah on training and orientation. A copy of the Library Policies to be sent to Tirzah.
- 6. Old Business:**
 - a) Elect Officers for 2022-23: Nomination of Gigi Nelson for President by Colleen, 2nd by Anne. Nomination of Jeri Kolpin for Vice President by

Anne, 2nd by Anna. Nomination of Anne Iehl for Secretary with Colleen serving as alternate by Jeri, 2nd by Gigi. Discussion. Motion to approve nominations by Gigi, 2nd by Anne. Approved.

7. Discussion: Consideration of Jersey Haake for high school desk position during school year and recommending Tirzah be part of that decision. Mayor and City Council to approve Natalie Bradburn for the 1 year remaining on Gretchen's term. Due to higher salaries, budget review to occur in March 2023. Sally Van Houten could be a possible leader for a new FRIENDS of the Library group. Invitation to the new school superintendent & principals to August board meeting. More PR, success stories on FB and Education programming topics.
8. **Next Meeting: Monthly Board Meeting on August 11th @ 5:15pm**
9. Meeting Adjourned @ 6:10 pm