

## **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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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/2<sup>nd</sup> 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



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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 11<sup>th</sup> @ 5:15pm**

Meeting Adjourned @ 6:48 pm