

**Alta Community Library Board Meeting Minutes
September 8, 2022**

1. Call to order by Gigi Nelson at 5:16 pm. Board Members Present: Jeri Kolpin, Anna Garcia, Bruce Hinkeldey, Gigi Nelson. Also present: Director Tirzah Price. Absent: Colleen Schwanz, Natalie Bradburn, and Anne Iehl.
2. Approve September Agenda—no changes. Motion to approve by Anna, Jeri seconded. Motion carried.
3. No citizens in attendance.
4. Approval of August Minutes. Tirzah pointed out that Pam Henderson's last name was misspelled. Anna motioned to approve with correction, Jeri seconded. Motion carried.
5. Discussion of August statistical reports. Tirzah rehailed the stats reporting sheet due to change in hours in August. Overall, circulation and foot traffic was up due to the start of school. We are now also counting reference questions, keeping track of school classes that utilize the library, and tracking our SILO circulation and website and catalog usage.
6. Reviewed August Revenue and Expense Reports. Tirzah noted that our records don't perfectly match the city's due to some confusion about where salaries for June were recorded. She will resolve with Megan. Otherwise, everything balances.
7. Approve August Bills. Tirzah noted that Amazon bill will be lower than the invoice amount due to credits on the account. Motion to approve from Jeri, Anna seconded, motion carried.

Old Business

8. Tirzah updated the board on building maintenance status. The handicap button has been repaired. Denny Olhausen confirmed that a security camera has been ordered for the front door, but no install date yet.
9. No update regarding pergola project. Tirzah to attend 9/12/22 school board meeting to present the project.

10. Welcome to new trustee member Bruce Hinkledey, and Anna officially states her intention to serve another six-year term. All board members received new packets with board and library information.
11. Dolly Parton's Imagination Library Update. Tirzah passed on all the paperwork to Kayla Wilson, PTO president, so that those documents can get filled out on their end. Kayla indicated that it would be easiest to start with a service area of 51002 (Alta) but the board expressed a desire to include Aurelia as well (51005) in the spirit of inclusion, and because the A-A school district is part of our service area. Tirzah will follow up with Kayla to ensure both zip codes are included in the paperwork.
12. The digitization of the Alta Advertiser is complete, and available on stormlake.advantage-archives.com. Tirzah reached out to AA to ask that we either get our own landing page or be placed on a general BV County landing page. AA indicated they would do so as soon as their system update is complete, at the end of the month.

New Business

13. Director's Report and September Schedule. Schedule has been reworked for a more equitable balance of hours amongst staff, with Tirzah working four days per week. Tirzah spoke with Ingram and set up free shipping from primary warehouse (negotiated by the state), and removed spine label and stamping from our processing to save \$1.33 per book purchased. Touched base with Zach about iPads—he gave one back but will try and get new iPads in the next fiscal year from the school. Tirzah also obtained ten licenses of Microsoft Office from the Gates Foundation, to be used on staff computers and PAC computers.

Created a new Junior Graphic Novel section, weeded Adult Fiction A-E. Weeding on hold until we can get rid of some of our discard books. Performed an Iowa Locator Clean Up of our MARC records—this hadn't been done since 2018. Tirzah will now do updates every month, with a Clean Up yearly or as needed. As a result, we've seen an increase in SILO requests.

Evaluated magazines—because they don't circulate well, and because we have online access through Bridges, Tirzah canceled the subscription of a few magazines that hadn't circulated in 2 years but are available via Overdrive.

Updated website and working on cleaning it up and adding relevant content and resources. Still a work in progress. Started a weekly "Did you know?" social media campaign to highlight library resources. Board expressed a desire to see more info about Overdrive, and Tirzah will do so once direct authentication between Overdrive and our servers can be established.

Finally, we've begun working on updating patron records. Many records are incomplete and out of date, so we are asking patrons for updated info as we go along. Tirzah also learned from Scott Dermont that we need to be keeping better track of Open Access patrons—previously, school students haven't been counted as OA. Tirzah and Kirk rehailed the patron reporting so that we can count Alta, Rural BV, and other city patrons more accurately. The result is that we should have much higher OA circulations for this fiscal year.

14. Review Public Library Standards: In Service to Iowa. Now is a good time to ensure that we are following all standards required at a Tier 3 level. Tirzah explained what standards we need to meet, what standards need to be reviewed, and what policies need to be revisited.
15. Review board bylaws. Bylaws need to be reviewed every three years per state standards, and the date of last review was 2017. Board reviewed the bylaws, and Anna motioned to approve them for another 3 years. Jeri seconded. Motion carried.
16. Policy updates. Tirzah brought forth revisions for Circulation and Collection Development Policies. The circulation policy in particular is out of date and not an accurate reflection of current services. Topic tabled until board could review proposed revisions.
17. Board education. Per Public Library Standards, board members are required to complete 5 hours of CE each year. Tirzah highlighted various opportunities for CE available to board members in IA Learns and through board meetings.

18. Wifi Hotspots and Charging Station. Tirzah proposed that the library add mobile hotspots to circulation, and add a charging station to be placed in the teen area to encourage teens to hang out in the library. Costs to come out of Library Savings, and if the hotspots are a hit, we would propose an increase in budget for FY24 to continue this service. Anna motioned to approve Tirzah going to city council to ask for use of Savings account funds, Jeri seconded. Motion carried. Tirzah to present request at next council meeting.

19. Next Meeting: October 13, 2022 at 5:15 pm.

20. Meeting adjourned at 6:49 pm.

Submitted by Tirzah Price.

Approved 10/13/22.