

## **Submitted by Anne Iehl - Secretary**

### **Alta Library Minutes from November 10, 2022 Meeting below:**

Call to Order by Gigi Nelson at 05:16 p.m.

Present: Director: Tirzah Price, Board: Anne Iehl, Anna Garcia, Jeri Kolpin, Gigi Nelson. Absent: Colleen Schwanz, Bruce Hinkeldey, Natalie Bradburn .

Approve October Agenda - No changes. Motion to approve by Anna, 2<sup>nd</sup> by Anne. Approved

Citizen Input – Zach DeRoos and Christopher Harrison.

Approval of October Meeting Minutes – No changes. Motion to approve by Jeri, 2<sup>nd</sup> by Anna. Approved.

Statistical Reports – Reviewed October Statistical Reports. \$1000 paid to Dolly Parton Imagination Library, Deposits for HotSpots sent – admin fee.

City Revenue and Expense Reports – Reviewed October Revenue and Expense report. Still watching payroll and staff scheduling. Watching budget closely to account for any more surprises.

Approval of October Bills – old delivery of Alta Library bags arrived from July \$700, decided to renew SWANK (Movie license). Motion to approve bills by Anne, 2<sup>nd</sup> by Anna. Approved.

### **Old Business:**

- Update regarding building maintenance: security camera ordered and here, working with Zach to install. Turns out camera is not here, school gave us a quote for \$4000 for an indoor/outdoor camera, license and install. Will discuss more with superintendent for more details.
- WiFi Hotspots – paid admin fee, devices and service paid for. Charging station live this week in young adult area.
- Reviewed progress of Public Library Standards to-do list. Making good progress.
- Reviewed and accepted Strategic Plan for 2022-2025. Motion to approve by Anne, 2<sup>nd</sup> by Anne. Approved.
- Reviewed and accepted revised Circulation Policy. Motion to approve by Anne, 2<sup>nd</sup> by Jeri. Approved.

- Reviewed and accepted revised Collection Policy. Motion to approve by Jeri, 2<sup>nd</sup> by Anne. Approved.
- Reviewed and accepted revised Computer Use Policy. Motion to approve by Anna, 2<sup>nd</sup> by Jeri. Approved.
- Personnel Policy – not quite ready, will bring to December meeting.

**New Business:**

- Director's report & November Staff Calendar reviewed: Director endorsement 1 course complete since last meeting. Worked with Atrium support to improve workflow and security. Tirzah will inquire for companies to quote new library operations software for consideration. Discussed the director evaluation procedure, once per year and establishing a form for the board and a process for review. New reading incentive program for patrons to begin December 10 – Feb 10 2023. Lego club has been successful. Santa coming December 3<sup>rd</sup>. Dolly Parton Imagination Library has 50 kids signed up.
- Need 6 parking spots to be compliant with State guidelines, school gave us 2 more. New signage will be ordered.
- Approved Pat Richard pay rate of \$12. Motion to approve by Anne, 2<sup>nd</sup> by Jeri. Approved.
- Tirzah requested time off from December 19<sup>th</sup> – December 28<sup>th</sup>.

**Next Meeting: December 8, 2022 @ 5:15pm**

Meeting Adjourned @ 6:53 pm