

Alta Library Board Minutes from November 14, 2024 Meeting

Call to Order by Board President, Bruce Hinkeldey at 5:15 p.m.

Present: Director - Gigi Nelson, Board - Willa Casstevens, Colleen Carlson-Konop, Bruce Hinkeldey, Carol Lichtenberg

Visitors: Pam Henderson, Brian Walsh - Alta City Council, Kevin Walsh, City of Alta Mayor, Lorinda Peterson - Citizen member of the Library Steering Committee, McKenzie and Mike - Beck Engineering

The meeting opened with a discussion of the current status and progress of the relocation of the Alta Public Library. Beck Engineering has been retained by the city to work on the Library Project. Mayor Kevin Walsh said that the corner lot on Main Street has been purchased by Ag Logistics, so that location is off the table. Possibly the buildings currently owned by Ag Logistics may come up for sale in about 2 years. Gully's Storage building that was declined for purchase by the council has been purchased by Summit Church with plans to operate The Olive Branch out of that building. The Alta-Aurelia School district has talked with the council briefly about the old high school location and that the school will be vacating that property in about 2 years when the new athletic facility is completed. The south shop area and gymnasium is the newer part of the building and possibly this area could be looked at for the library project. The only other location discussed was the park. This would require a vote put to the people to allow park property to be used for a library and a separate vote on funding the construction of the library. There is also an empty lot to the north of city hall that is currently a drive through and parking.

Gigi and Pam measured the VFW area (south end of the community building) which is 2165 square feet. The current full library is approximately 3200 sq. feet. The VFW has tentatively agreed that they will allow the library to use this space as our temporary location. Gigi has drafted a letter for signature for the VFW to make this agreement official. Pam and Gig also attended a Space Planning Iowa Library Workshop. It is felt that the smaller space can be worked with by rotating the book collection through and for larger programs it would be necessary to use possibly the small area of the community building or the shelter house. The location across the busy highway is not optimum but can be worked with on a temporary basis. Possibly the school could add a bus stop to help children get to the after-school programs.

Beck Engineering representatives were asked to offer their expertise on the direction and location that the library project should go. They said that they could do a one-day tour of the possible locations and write up

pros and cons of each, they also mentioned a SWOT (strength, weakness, opportunity, threat) report on location possibilities. A survey of the community could be done if you have a couple of locations in mind. It was felt that at this point, we can continue to determine the pros and cons of the locations on our own, at least until we get something more definite to work with. They also stated that looking at new construction and remodeling costs can be pretty close to the same amount per square foot.

Board President, Bruce Hinkeldey will contact the Park Board asking that we have a joint meeting with them. He will try to schedule so the Library Board can look at the City Hall empty lot and possibly Ag Logistics. The board will continue to investigate possible areas and is hopeful that a town meeting can be held soon to get input from the community.

Further discussion on the Library Project was tabled.

The November Agenda was approved following a motion by Carol Lichtenberg and seconded by Willa Casstevens.

The October 10, 2024, meeting minutes were approved following a motion by Colleen Carlson-Konop and seconded by Carol Lichtenberg.

Statistical reports for Oct. 2024 were postponed to be addressed at the December meeting. Gigi has been at conferences and completed the annual state survey which was due 10/31/24 so she will provide both October and November numbers in December.

The Revenue and Expense reports were accepted.

The November Bills were approved following a motion by Carol Lichtenberg and seconded by Colleen Carlson-Konop.

Old Business:

1. The Library Logo Design Project has been tabled until more progress has been made on a new building/relocation plan.
2. Gigi has completed the State and County reports with copies made available for the Board to review. The Newell Library has started a petition requesting additional funds from Buena Vista County. After

some discussion, it was agreed (motion by Willa Casstevens, seconded by Carol Lichtenberg) that Alta Library would start a similar petition.

3. The internet changes that are coming due to State of Iowa actions will require us to develop our own email address by May 25th. It was also felt that all library board members should have a dedicated board member email as the emails sent between the director and board are considered public knowledge. Therefore, continued use of personal emails can open ALL personal emails to the public if there should be an inquiry. Gigi is working on the library's new email address, and we will also look at switching board members to a "library board address".

New Business:

1. Gigi reviewed her monthly director's report. Some of the noted items - Staff corrected 2100+ rejected records as part of the transition from the APOLLO to SILO records update, added information to the website and Facebook about the Library Relocation Project, highlighted stats from the state survey showing the usage of the library. It is one of, if not THE most used, visited "business" in Alta.
2. Gigi reported on the recent workshop and conventions she has attended. Based on a conference she attended at the WIT Campus in Cherokee, she feels the library needs to develop an Artificial Intelligence (AI) policy. More details of this and the State Convention are available in her report.
3. Denise King's 15 year employment anniversary was 10/1/24. We will recognize her at our December 12th Board meeting. It was felt that it would be a good idea to have a formal employment anniversary recognition policy to keep it uniform for all employees.
4. Continued Director's Training is being delayed due to IA Learns transitioning to Workday Learning. Current deadline to complete trained is August of 2025

Board Discussion - the board said they would like to tour the VFW temporary relocation space.

The Library has posted a notice that if you are attending a program, your photo may be used on Facebook or website. The State Library Certification (currently we are a Tier 3) has been extended to 6/30/2027 due to staffing changes at the state level.

The next meeting is set for December 12, 2024. Following a motion by Carol Lichtenberg and seconded by Willa Casstevens, the meeting was adjourned.