

**Submitted by Colleen Schwanz – Vice President**  
**Alta Library Minutes from September 14th, 2023**  
**At: Alta Community Library**  
**1009 S. Main Street, Alta IA 51002**  
**Time: 5:15 p.m.**

**Call To Order:** The meeting was called to order by President Bruce Hinkeldey at 5:15 p.m.

**Present:** Director, Gigi Nelson, Board: Bruce Hinkeldey Colleen Schwanz, Willa Casstevens and Colleen Carlson-Konop, Anna Garcia. Absent: Anne Lehl.

**Visitors:** Desi Suter, Alta City Council member and Kate Kealy, Reporter from Storm Lake Times-Pilot.

**Corrections and Approval of September Agenda** – No changes. Motion to approve by Colleen Schwanz, seconded by Colleen Carlson-Knopp. Approved by all and carried.

**Approve July Meeting Minutes – Regular and Special** – Gigi Nelson mentioned that there was a typo in the regular meeting minutes, Amy Mekos should be Amy Mikos. Colleen Schwanz motioned to approve the regular meeting minutes with the correction. This motion was seconded by Colleen Carlson-Knopp, approved by all and carried.

**Accept & File Past Statistical Reports** – July & August Gigi Nelson stated that she is still working on learning Apollo, she has set up a time to meet with Bonnie for some one-on-one learning. August stats were incorrect, Meaghan mistakenly put a salary line item under the park board. A motion was made by Willa Castevens to approve the July statistical report. This motion was seconded by Colleen Carlson-Knopp. The August report will be reviewed during the October meeting.

**Accept & File Past City Revenue & Expense Reports** – The revenue and expense report were reviewed by the board.

**Approve September Bills** – September bills were reviewed by the board. A motion was made by Colleen Schwanz to accept and approve the September bills. This motion was seconded by Colleen Carlson – Knopp, approved by all and carried.

**Old Business**

- Board member search update – will continue to reach out to possible candidates.
- Director Position – Gigi Nelson stated that she would like to be officially appointed as the Library Director versus the Interim Director. A motion was made by Anna Garcia to approve the appointment of Gigi Nelson as Library Director. This motion was seconded by Colleen Schwanz, approved by all and carried unanimously.

- Hot Spot Report – The Sheriff’s department returned one of our hot spots.
- Had 7 students attend Knit Night.

### **New Business**

- **Director’s Report –**

- 1)** Attended the city council meeting.
- 2)** Will be meeting with Denny Olhousen on Friday, the 22nd to continue talks regarding the library restructuring.
- 3)** Additional programming – Laura added “story walk” and is working on adding a Teen Book Club.
- 4)** Scavenger Hunt – kids are enjoying this.
- 5)** Training Trish Peterson and Amy Mikos in their new positions.
- 6)** Consider evaluating employees at 3-month. Raises – Jersey, Denise and Laura have not had a raise in two years. Will review the budget to see how to make this happen.
- 7)** Work with Bonnie on a state report that is coming due soon.
- 8)** Lori Lockwood, Assistant School Librarian, is working on data entry for the students. Not getting much help or guidance from school Librarian as she works very few hours.
- 9)** Amy Norris applied for desk clerk. Gigi Nelson would like to move forward and set up an interview.
- 10)** The Alta Library received a grant to get the Alta-Advertiser from 1981-1999 digitized. Gigi was informed by Larry Eckhart that this will get completed.
- 11)** Claudina Grienke said that new staff was cleaning out their office and destroyed lots of historical records. Was very upsetting to hear this.
- 12)** Security cameras will get installed soon.

### **Discussion on 28E Agreement – Library Space Reorganization Considerations**

- The carts in the hallway are not going to work.
- Discussion on possibly moving the schools’ books to a certain section, away from the public library’s books. Will try and find a solution to make this work. Gigi Nelson will work on getting a floor plan to reconfigure this. May need to have a steering committee to come up with some draft as to how to make this work. Will need help and input from the school, our goal is for the students to have a normal library experience upon entering our library. Colleen Schwanz and Willa Casstevens volunteered to be on this committee, along with Gigi Nelson. The public library staff will begin to pull the schools collection to determine the needs of shelving as we move forward.
- Can put a block on students and teacher’s cards so they can’t pull adult books. Students can use their personal library cards to check out adult books after school hours.

**Citizen Input:**

Desi Suter spoke about the possibility of using the old Alta hospital as a future library facility. Larry and Desi Suter currently own this building. There hasn't been any heat or water on in the building for some time so it would take some work to update the building. A new metal roof was installed. The hospital has two floors with a working elevator. The library would need at least 3,000 square feet and one floor of the hospital would be more than enough room. Both floors of the building are handicap assessable. Walls could be removed but the pillars must remain in place for structure stability. There would be a whole entire floor that the city could use for various other opportunities. The board thanked Desi Suter for this possible proposal and will be in touch as the search progresses.

**Next Board Meeting** – October 12th, 2023 @ 5:15 p.m.

**Adjournment** – A motion was made by Willa Casstevens to adjourn the meeting. This motion was seconded by Colleen Schwanz. Approved by all and carried. The meeting adjourned at 6:50 p.m.