

Altoona Public Library  
Library Board of Trustees  
Meeting Minutes  
December 9, 2008

The Library Board of Trustees met for their regular monthly meeting at the Altoona Public Library on Tuesday, December 9, 2008. Those present included the following: Diane Burget, Evelyn Cole, Marc Hesner, Adam Kline and Byron Orton. Also in attendance were Library Director, Dan Bakke and Assistant Library Director, Amy Turgasen. Michelle Sloan, council liaison was absent.

President, Diane Burget called the meeting to order at 7:00 PM. The agenda was reviewed. A motion to approve the agenda was made by Byron Orton and seconded by Evelyn Cole. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner, Adam Kline and Byron Orton. Motion carried.

The minutes from the November 11, 2008 meeting were reviewed. There was discussion about the outcome of the old library chairs. Due to an illness in his family, the janitor has not decided whether he will fix the two chairs in exchange for the other chair. A motion was made by Marc Hesner to approve the minutes. The motion was seconded by Evelyn Cole. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner, Adam Kline and Byron Orton. Motion carried.

The next item on the agenda was to approve the bills and to review the budget. There were a lot of books purchased this month. The audiovisual line item is being spent down and will be supplemented by state money. Usage of audiobooks on CD is really rising, especially with people traveling and going on vacations. There were two Stroh bills. The budget is at 42% and is right on track. Direct State aid was received and will be used to purchase audiovisual materials, in particular books on CD. A motion was made by Evelyn Cole to approve the bills. The motion was seconded by Byron Orton. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner, Adam Kline and Byron Orton. Motion carried.

A time for public comment was the next item on the agenda. There was no public comment.

The next item on the agenda was correspondence. The Direct State aid check was received totaling \$5483.23. The accreditation report is due to the State Library by the end of February. A survey has been made available near the circulation desk and at the library website. The survey is required every three years for accreditation.

Next on the agenda were reports. The Budget Committee reported that they had met with the Director and Assistant Director to discuss the FY2010 budget and that the proposed 3.0% increase seems fiscally responsible. A motion to approve the FY2010 budget request was made by Evelyn Cole and seconded by Marc Hesner. Those voting

in favor were: Diane Burget, Evelyn Cole, Marc Hesner, Adam Kline and Byron Orton. Motion carried. The Library Director will submit the budget proposal to the city clerk.

The Library Director reported that there was a 2% gain in circulation over this month last year. Walk-ins were over 10,000. The meeting room usage was good and new library cards are steady. The new website's usage has gone up dramatically. Its usage has surpassed last year's numbers. There are a lot of holiday programs planned and the children's librarian has done many class visits reading stories to the school children.

The next item on the agenda was a report on the Independent Auditor's Report. This report includes the entire City of Altoona.

Next, there was a report on the Friends purchase of a flag set for the meeting room. There is now an American and an Iowa flag set up in the meeting rooms. The American Legion will no longer need to bring their own flags when they are utilizing the rooms. Diane Burget asked for Evelyn Cole to pass the Library Board's thanks to the Friends.

Next on the agenda under new business was a discussion on the unfilled positions on the Foundation Board of Directors. It was suggested that the Library Board appoint one of its own members to also be on the Foundation Board and to attend the Foundation meeting in January. The number of members could be changed to 5 members, with 3 members attending to make a quorum. This way it would be easier to hold meetings. The bylaws would need to be changed. There was also discussion that the number of meetings per year could be changed to 2 per year. A motion was made by Byron Orton to appoint Marc Hesner to the Foundation Board of Directors. The motion was seconded by Evelyn Cole. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner, Adam Kline and Byron Orton. Motion carried.

The next meeting of the library board will be held on Tuesday, January 13, 2009 at 7:00 PM at the Altoona Public Library. Items on the agenda for next meeting include a review of board policies. A motion to adjourn was made by Evelyn Cole. The motion was seconded by Byron Orton. Motion carried unanimous. The meeting adjourned at 7:28 PM.

Respectfully submitted, Amy Turgasen, Assistant Library Director.