

Altoona Public Library
Library Board of Trustees
Meeting Minutes
January 13, 2009

The Library Board of Trustees met for their regular monthly meeting at the Altoona Public Library on Tuesday, January 13, 2008. Those present included the following: Diane Burget, Evelyn Cole, Marc Hesner and Adam Kline. Byron Orton was absent. Also in attendance were Library Director, Dan Bakke, Assistant Library Director, Amy Turgasen and Michelle Sloan, council liaison.

President, Diane Burget called the meeting to order at 7:02 PM. The agenda was reviewed. A motion to approve the agenda was made by Evelyn Cole and seconded by Marc Hesner. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner and Adam Kline. Motion carried.

The minutes from the December 9, 2008 meeting were reviewed. A motion was made by Evelyn Cole to approve the minutes. The motion was seconded by Adam Kline. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner and Adam Kline. Motion carried.

The next item on the agenda was to approve the bills and to review the budget. A DVD about the loway Indians was purchased using trust money. The public viewing license for the DVD was also purchased. There will be a presentation of the video at the literacy festival and schools will be able to check it out to show in their classrooms. There were a lot of books purchased this month. Overall, the budget has a 1% cushion. A motion was made by Marc Hesner to approve the bills. The motion was seconded by Evelyn Cole. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner and Adam Kline. 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. There was a letter drawing attention to Iowa Open Meeting Laws as a reminder to follow the laws during meetings.

Next on the agenda were reports. The Technology Committee reported that they had met with the Director and Assistant Director to review the Technology Plan. Several changes to the plan include the following: the Technology Committee will meet every January, a survey will be conducted every December, the new website address was added, the training budget was changed to reflect current funding and projected completion dates were updated. The committee discussed the implementation of a wireless printing service for patrons using their laptops at the library. The cost for the service is around \$1,000 and could come from state funds. The committee also decided to wait until next January to discuss upgrading the circulation system from

Horizon to Symphony. Diane Burget moved to accept the first reading of the Technology Plan with the noted changes, with a second reading in February. The motion was seconded by Adam Kline. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner and Adam Kline. Motion carried.

The Library Director reported that there was a 16% gain in circulation over this month last year. Several other libraries in the area have reported uncharacteristic increases in circulation during December as well. There was good attendance at the children's programs during school break, walk-ins were up and 114 new library cards were issued.

The Assistant Library Director reported on the annual survey distributed in December, 2008. Overall, the survey results were very positive. Of the people surveyed, 97 percent would recommend the library to others. 98 percent agreed that the library is clean and comfortable, 92 percent agreed that the library's resources are well arranged, and 94 percent agreed that the staff are respectful and helpful.

The Council Liaison reported on the status of the Bass Pro Shop. The metal structure is going up and the opening is still scheduled for September at the latest. The streets and sewers are going well. Work on 56th street had to be stopped due to the freezing temperatures. So far the city has been doing a good job on snow removal. There are still plans for a new sports complex that will be completed in stages during 2009.

The Literacy Festival will be held Saturday, May 16, 2009.

Next on the agenda under new business was a review of the Meeting Room Policy. All meetings must be free and open to the public, reservations will not be taken more than 6 months in advance and the library can cancel a group's reservation at any time. Discussed changes to the Meeting Room Policy include: users will be assessed a fee of \$30.00 per 15 minutes for any meeting that goes past library closing times without prior permission, if a group does not remove their trash they will be charged a fee of \$15.00 and may not use the room again until the fee has been paid, no smoking is allowed in the library or on library grounds, and any group that becomes verbally abusive or threatening to a library staff member shall be denied future use of the meeting room. Evelyn Cole made a motion to approve the changes and to accept the first reading of the Meeting Room Policy, with a second reading in February. The motion was seconded by Marc Hesner. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner and Adam Kline. Motion carried.

The next meeting of the library board will be held on Tuesday, February 10, 2009 at 7:00 PM at the Altoona Public Library. Items on the agenda for next meeting include a second reading of the meeting room policy, a second reading of the technology plan and the state accreditation report. A motion to adjourn was made by Evelyn Cole. The motion was seconded by Adam Kline. Motion carried unanimous. The meeting adjourned at 7:45 PM.

Respectfully submitted, Amy Turgasen, Assistant Library Director.