

Altoona Public Library
Library Board of Trustees
Meeting Minutes
April 14, 2009

The Library Board of Trustees met for their regular monthly meeting at the Altoona Public Library on Tuesday, April 14, 2009. Those present included the following: Evelyn Cole, Marc Hesner and Byron Orton. Diane Burget and Adam Kline were absent. Also in attendance were Library Director, Dan Bakke, Assistant Library Director, Amy Turgasen and Michelle Sloan, council liaison.

Vice President, Evelyn Cole 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 Marc Hesner. Those voting in favor were: Evelyn Cole, Marc Hesner and Byron Orton. Motion carried.

The minutes from the March 10, 2009 meeting were reviewed. A motion was made by Marc Hesner to approve the minutes. The motion was seconded by Byron Orton. Those voting in favor were: Evelyn Cole, Marc Hesner and Byron Orton. Motion carried.

The next item on the agenda was to approve the bills and to review the budget. The audiovisual budget has been spent. The numbers written in on the expenditure report reflect the budget cuts in part-time staffing and utilities and are the actual amounts left in those line items. A motion was made by Byron Orton to approve the bills. The motion was seconded by Marc Hesner. Those voting in favor were: Evelyn Cole, Marc Hesner 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. There was no correspondence.

Next on the agenda were reports. The Library Director reported that circulation increased 8% over this month last year. Walk-in numbers continue to increase, as well as the number of new library cards being issued. Story time participation continues to grow. Overall, it was a very good month. There appears to be a trend where more people are coming to the library and getting library cards for at-home entertainment.

The Council Liaison asked for any questions on the budget. It is her understanding that all city departments were asked to cut back on spending. The budget has not been adjusted yet, so if more part-time funding is needed, changes could still be made.

The next item on the agenda was a report on PCLA. The Library Director reported that the county has still not decided on a funding figure.

The Literacy Festival is all set for May 16, from 8:30 a.m. to 2:30 p.m. There is a good set of events planned with many interesting activities.

The Bunny Book Bash was held on April 11th. Around 230 kids came with their parents for the bash. The Kiwanis did a very good job selecting books to be given away this year. There were many very happy children and lots of helpers. The Easter Bunny and Maxwell the Mouse were a hit.

The next item on the agenda under new business was a discussion on the Budget FY09 reductions. The Library Director reported that he thought the library should meet the new budget goal for FY09. There was a long-standing employee out this year with cancer. The money in the part-time budget that had not been used would have gone to that employee. In about a month, that employee will make the decision on whether to return to work in the month of June. If the employee returns, the budget should still be okay as we had another part-time employee who left without giving notice, so we had a vacancy of about a month. Utilities were also cut. It appears that the library may go over that new figure this year. The Library Director will need to fine tune some other line items to adjust for those cuts.

The next item on the agenda under new business was a discussion on the Budget FY10 reductions. There were some concerns about the new figures. Will there be enough in the revised part-time budget to account for step raises and COLA? Also, If the employee on medical leave comes back, that could mean a shortfall of nearly \$18,000. If the employee is unable to come back and was not replaced, the library would fall to level "B" accreditation with the State Library because the full-time equivalency number would drop. Utility costs will probably be more than the allotted \$35,000 since costs are already projected to go over that for FY09. We could adjust to that by revising other line items.

Several solutions were discussed. One option is to not rehire staff if someone is eliminated or quits. Another option is to have rolling layoffs. If the library was closed on Sundays, there would be a savings of \$9,000. If the library closed at 8:00 p.m., Monday through Thursday, instead of 9:00 p.m., there would be a savings of \$9,000. A problem with changing library hours and staff numbers is that the level of accreditation would change as well. It was noted that for the past year, an AARP worker has helped out for the staff member who was absent. He performed approximately \$14,000 of "free" work for the library and performed duties normally done by part-time library staff. This program has now ended.

Another option, one that the library director favors, is to wait until January, 2010, to make any needed adjustments. The Assistant Library Director will be gone for twelve weeks for maternity leave this summer and some part-time staffing will be needed to fill in. The book budget could also be more slowly spent to create a cushion if needed. There was a question as to how the specific line items were chosen to be cut. The council liaison directed the Library Board to speak with Randy Pierce at City Hall with any questions. She also mentioned that the library should try to remain at level "A"

accreditation. Marc Hesner recommended that the budget committee meet to look at the items and see how to approach next year's budget.

The next meeting of the library board will be held on Tuesday, May 12, 2009 at 7:00 PM at the Altoona Public Library. Items on the agenda for next meeting include an update on the budget. A motion to adjourn was made by Marc Hesner. The motion was seconded by Byron Orton. Motion carried unanimous. The meeting adjourned at 7:32 PM.

Respectfully submitted, Amy Turgasen, Assistant Library Director.