

Altoona Public Library  
Library Board of Trustees  
Meeting Minutes  
May 12, 2009

The Library Board of Trustees met for their regular monthly meeting at the Altoona Public Library on Tuesday, May 12, 2009. 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 7:01 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 April 14, 2009 meeting were reviewed. A motion to approve the minutes was made by Marc Hesner and seconded by Evelyn Cole. 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. Stroh Corp. performed routine maintenance and everything appears to be working fine. The budget is right where it should be with a three percent cushion. A motion was made by Adam Kline to approve the bills. The motion was seconded by Marc Hesner. 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 no correspondence.

Next on the agenda were reports. Marc Hesner reported that the Budget Committee met with Jeff Mark and Randy Pierce to discuss the budget refinements. According to Jeff and Randy, the re-budgeting exercise had been sent out to all departments for review. Diane Burget presented handouts on expenditures through March 31<sup>st</sup>, 2009. The line items that were most effected were part-time and utilities. For the FY09 budget, the library will probably not be that far off from the newly allotted amounts. Cuts in the budget for FY2010 include part-time staffing, utilities, office supplies and audiovisual collection. For the FY10 budget, the Budget Committee was told to continue to use the money where it is needed as in the past. If there is a point when more funds are needed, the budget will be adjusted.

Next, the Library Director reported that circulation for April was up 9% over April, 2008. There were 187 new library cards issued and story times continue to be very popular.

The number of materials being added to the collection is now almost equal to the number that is being weeded since space is limited, especially for the large print collection.

The Assistant Library Director reported that all staff evaluations have been completed.

The Council Liaison reported that the land has been purchased for the new sports complex. The land still needs to be graded. The plans are to open four soccer fields by the 2011 season. The next item the Council will start working on is the new Central Plaza and Amphitheater.

Next, the Library Director reported that the library meets all of the requirements for the Tier 3 Measures for accreditation. This makes the library eligible for state aid and to utilize the interlibrary loan system. Overall, interlibrary loan usage has tripled this year. The library is reimbursed by the state for items loaned to other libraries, so our amount of reimbursement should continue to increase.

The Literacy Festival is all set for May 16<sup>th</sup>, from 8:30 a.m. to 2:30 p.m. There will be a pancake breakfast and a Fun Run that finishes at the library, sponsored by the Altoona Leadership Academy.

The Foundation Board will have their next meeting on Tuesday, May 26<sup>th</sup>, 2009 at 7:00 p.m.

The annual carpet and window cleaning is scheduled for Friday, May 22<sup>nd</sup> and the library will be closed May 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup>.

The next item on the agenda under new business was the CatExpress Consortium agreement. Through this agreement, the library partners with CILSA (Central Iowa Library Service Area) to purchase and download cataloging records that help standardize the library's catalog. The agreement would decrease the number of records from 1500 to 1000, for a total cost of \$990.00. President, Diane Burget signed the agreement.

Next on the agenda under new business was a discussion on flu epidemic emergency procedures and guidelines. With the outbreak of the flu in recent weeks, it was suggested to have a written plan in the event of a local outbreak. The Library Board President and Library Director would make the decisions about closing or reopening. A motion to approve the first reading of the Pandemic Plan and to waive the second reading was made by Adam Kline. The motion was seconded by Evelyn Cole. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner and Adam Kline. Motion carried.

The next item on the agenda under new business was the ICN (Iowa Communications Network) continued lease agreement through 2015. The library would agree to continue to provide use of the room for classes and ICN would continue to maintain the equipment. President, Diane Burget signed the lease agreement.

The next item on the agenda under new business was the Polk County Contract. After months of negotiation, the Polk County Supervisors and PCLA have agreed on a funding formula. The formula will help the county distribute funding based on circulation by county residents and it will remain static until 2012. President, Diane Burget signed the Polk County Contract and the Library Director will have it notarized before submitting it.

The next meeting of the library board will be held on Tuesday, June 9, 2009 at 7:00 PM at the Altoona Public Library. Items on the agenda for next meeting include a report on the Foundation Board meeting and a report on the Literacy Festival. A motion to adjourn was made by Evelyn Cole. The motion was seconded by Marc Hesner. Motion carried unanimous. The meeting adjourned at 7:45 PM.

Respectfully submitted, Amy Turgasen, Assistant Library Director.