

Altoona Public Library
Library Board of Trustees
Meeting Minutes
June 9, 2009

The Library Board of Trustees met for their regular monthly meeting at the Altoona Public Library on Tuesday, June 9, 2009. Those present included the following: Diane Burget, Evelyn Cole, Marc Hesner, Adam Kline and Byron Orton. 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 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 May 12, 2009 meeting were reviewed. A motion to approve the minutes was made by Adam Kline and seconded by Byron Orton. 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. Robert and Sharon Townsend donated \$5000.00 to the library. The money was used to purchase more fiction books. A motion was made by Evelyn Cole to approve the bills. The motion was seconded by Adam Kline. 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. Governor Chet Culver recently signed the sex offender law that will go into effect July 1st, 2009. According to the changes, sex offenders are no longer allowed within 300 feet of school property or public library property, unless they have written permission to do so.

Next on the agenda were reports. The Library Director reported that circulation increased 8% over this month last year. The children's programs are highly attended and the special classes are full. So far, in the first nine days of June, there have been 120 new cards issued. Weeding has increased. For every book that is added, one is taken out of the collection.

Next, the Council Liaison provided a map of the new Heritage Civic Center. There will be an amphitheater, restrooms, waterways and bike paths. The Library Director suggested that library programs could potentially be held there.

The Library Director reported on the Literacy Festival. Altogether, attendance was down compared to previous years. This could be due to the cold weather and that the pancake breakfast had to be moved to another location. There were also a lot of other activities going on around the city during the month of May. The astronomer was the highlight of the performers and he will be performing at the library again in October. The Tae Kwon Do performers were also very well received. The Director suggested that holding the festival on a different date could boost attendance. For example, the festival could be held at the completion of the summer reading program in August or September.

Next, Marc Hesner reported on the Foundation Board meeting that was held Tuesday, May 26th. Allison George was to be installed as the newest member, but she was unable to attend. The Foundation Board had a booth at the Literacy Festival to sell their custom cotton bags. Other fundraising ideas include holding a Quiz Bowl or a mini-golf tournament for families. It was suggested that the Foundation Board present information at other organization's meetings to gain awareness, like the Altoona Historical Society or Lion's Club. A special meeting of the Foundation Board may be planned to discuss further fundraising ideas.

The Library Director reported that the windows were washed and the carpets were cleaned while the library was closed May 22-25.

The Assistant Director announced that she will be taking her maternity leave. Her last day will be June 26th and she plans to return on September 14th, 2009.

The Library Director announced that he will be retiring effective January 15, 2010. Diane Burget suggested that several members of the Board meet with Jack Lipovac to begin creating criteria for the search for a new director. She recommended allowing 3 or 4 months for the searching process, which would include having several special meetings to set up the criteria and to advertise. Marc Hesner volunteered to go with Diane to meet with Jack and will report their findings at the July meeting.

Next on the agenda under new business was a review of the 2010 Holidays/Closings schedule. There was a suggestion to look into what holidays/closings the City of Altoona will be taking and to review the list at the July meeting.

The next item on the agenda under new business was a discussion of six month goals for July to December, 2009. The goals include:

1. Hire a new library director
2. Begin planning for the 2010 Literacy Festival
3. Hold the annual Friends of the Library book sale in October or November
4. Continue to work toward staff development initiatives, including the creation of a standard staff operating manual and the continuation of staff cross training.
5. Begin to minimize the reference collection and reference desk area to introduce a roving reference model.
6. Look into purchasing a new phone system with cordless capabilities.
7. Look into installing wireless networking and wireless printing.
8. Continue to standardize the library catalog.

The next meeting of the library board will be held on Tuesday, July 14, 2009 at 7:00 PM at the Altoona Public Library. Items on the agenda for next meeting include a report on the city's 2010 holidays/closings and a report on the process to hire a new director. A motion to adjourn was made by Marc Hesner. The motion was seconded by Adam Kline. Motion carried unanimous. The meeting adjourned at 7:45 PM.

Respectfully submitted, Amy Turgasen, Assistant Library Director.