

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

The Library Board of Trustees met for their regular monthly meeting at the Altoona Public Library on Tuesday, October 13, 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 7:00 PM. The agenda was reviewed. The update on the HR One Source director search was moved to the last item on the agenda. A motion to approve the agenda with the noted change 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 minutes from the September 8, 2009 regular meeting were reviewed. A motion to approve the minutes was made by Adam Kline and seconded by Marc Hesner. Those voting in favor were: Diane Burget, Evelyn Cole, Marc Hesner, Adam Kline and Byron Orton. Motion carried.

The minutes from the September 22, 2009 special meeting were reviewed. A motion to approve the minutes was made by Byron Orton and seconded by Adam Kline. 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. The Facts on File database subscription has been renewed. The budget is right where it should be. A motion was made by Evelyn Cole to approve the bills. The motion was seconded by Marc Hesner. 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. There was no correspondence.

Next on the agenda were reports. The Library Director reported that circulation for September was up 1% over September, 2008. Story time participation started out slow but has continued to grow and is really booming.

Evelyn Cole reported that the Friends book sale will be Saturday, October 31, 2009, and that there are volunteers lined up to take money. She hopes for a good day and good turnout. She will report on the sale at the next meeting.

The next item on the agenda was to review the Siemens HVAC three year service agreement. The agreement would cover maintenance, preventative maintenance and data protection and recovery for the HVAC controls and software. A motion was made by Marc Hesner to approve the Siemens HVAC three year service contract. 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.

Next on the agenda was a presentation by Jack Lipovac of HR One Source. Since Jack was going to be showing items pertinent to the selection process he asked if Amy would like to be excused for the remainder of the meeting. Amy excused herself and left the meeting at 7:12 p.m.

Jack passed out copies of 18 interview questions to the board. These questions will be asked of candidates who are selected for an interview. The board consensus was that the questions covered everything very well.

Jack next presented a tentative schedule for the actual interviews. Candidates would first meet with Jeff Mark and Randy Pierce for approximately 45 minutes. They would get an overview of the city and go on a tour of Altoona. After that they would meet at the library with Dan Bakke and John Lerdal for an overview of the library and surrounding libraries. Candidates would have the opportunity to ask specific questions about library operations. This should last about 45 minutes also. Then each candidate would meet with a library board committee for about an hour. Interviews for four possible candidates could start at 8:00 a.m. and conclude by 5:00 p.m. Candidates would be brought back in for the final selection process before the whole board.

Jack will work on a finalized procedure and have it ready by the November 10<sup>th</sup> Library Board Meeting. Interviews could start the week of November 17<sup>th</sup>. Jack will E-mail a list of applications with his ranking by early November to members of the Library Board.

Agenda items for the November 10<sup>th</sup> meeting will include: a final selection process, report on the book sale and a report on the upgrade of the current Horizon Circulation System.

A motion was made by Byron Orton to adjourn the meeting. It was seconded by Adam Kline. The motion was carried unanimous. The meeting adjourned at 7:47 p.m.

Respectfully submitted,  
Dan Bakke, Library Director