

Altoona Public Library
Library Board of Trustees
Meeting Minutes
December 8, 2009

The Library Board of Trustees met for their regular monthly meeting at the Altoona Public Library on Tuesday, December 8, 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. A motion to approve the agenda 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 minutes from the November 19, 2009 special 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, Adam Kline and Byron Orton. Motion carried.

The minutes from the December 1, 2009 special 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 next item on the agenda was to approve the bills and to review the budget. There is a new language database, called Byki (Before You Know It), available on the library's website. It features over 83 languages and lets users learn a language at their own pace using a series of online flash cards. 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 November was up 3% over November, 2008. There was a Christmas program sponsored by the Kiwanis on December 5, 2009. Over 200 children attended for stories, crafts and to get their picture taken with Santa.

Evelyn Cole reported that the Friend's book sale had a good turnout and raised about \$825.

The Assistant Director reported on the Iowa Library Association Conference in Des Moines on October 22 & 23. One topic of discussion at the conference was security camera use in public libraries presented by representatives from the Iowa City and Council Bluffs public libraries. Both libraries have cameras in their bathrooms with proper signage, have several cameras panning the exterior of the building and have utilized motion detector cameras to save energy. In both libraries the footage is only reviewed if there is an incident. Vandalism has dropped significantly since the cameras were installed. Byron Orton recommended looking into whether the Office of Homeland Security offers any grants to purchase security cameras.

Next, Marc Hesner reported on the Foundation meeting held November 30, 2009. Several bags were sold at the Friends Book Sale and the Foundation is looking for other opportunities to sell the bags as well. A special Foundation meeting may be scheduled to discuss a Knowledge Bowl fundraising event planned for February.

Next on the agenda under unfinished business was a discussion on the HR One-Source hiring progress. The proposed Library Director contract was reviewed. A motion was made by Marc Hesner to approve the Library Director contract as written. 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.

A motion to have Jack Lipovac from HR One-Source proceed as directed in the closed session meeting held on December 1, 2009 was made by Byron Orton. 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.

The next items on the agenda under new business were proposals for Horizon and Internet upgrades. The Horizon servers are reaching their end of life. There is now an opportunity to have the Horizon servers hosted off-site. To enable this service, the library Internet connection must be upgraded as well. The cost of the off-site servers would be around 21,000 for the first year. A service agreement for years after the first year would be around the same price as the service agreement for the current system. Adding an additional Internet line will bring the total cost for Internet to 7,200 per year. There is currently \$15,000 in the automation budget to pay for a portion of the cost. There would be no need for the annual upgrade in May if this is done, eliminating the upgrade costs. It was suggested that the upgrade be made in February, and the proposal be reviewed again after the new library director has started.

The next item on the agenda under new business was the FY2011 Budget proposal. The Budget Committee reported that they had reviewed the budget worksheet prepared by the Director and Assistant Director. The budget requested is 2.27% less than last year. A motion to approve the FY2011 Budget request was made by Byron Orton and was seconded by Adam Kline. 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, under other business, Byron Orton thanked Evelyn Cole for her efforts in organizing the retirement open house for Dan Bakke.

The next regular meeting of the library board will be held on Tuesday, January 12, 2010 at 7:00 PM at the Altoona Public Library. Items on the agenda include an introduction of the new library director, a report on the FY2011 budget and a report from the Foundation Board. A motion to adjourn was made by Marc Hesner. The motion was seconded by Evelyn Cole. Motion carried unanimous. The meeting adjourned at 7:30 PM.