

## AUSTIN PUBLIC LIBRARY BOARD MEETING

February 13, 2024; 4:30 p.m.

Board Chairperson Melissa Bonorden called the regular meeting of the Austin Public Library Board to order at 4:30 p.m., on Monday, February 13, 2024, at the Austin Public Library.

**PRESENT:** Melissa Bonorden, Gema Alvarado-Guerrero, Kristi Beckman,  
Sue Grove, Ted Hinchcliffe, Nitaya Jandragholica, Stephanie Postma

**ALSO PRESENT:** Julie Clinefelter, Sara Steinhoff

**ABSENT WITH NOTICE:** Jwokamer Debock, Valerie Sheedy (present via telephone only – non-voting)

### AGENDA:

Stephanie Postma moved to approve the agenda; Kristi Beckman seconded. Motion carried.

### ELECTION OF BOARD OFFICERS AND APPOINTMENTS TO COMMITTEES:

Kristi Beckman nominated Stephanie Postma to serve as chair, and Stephanie accepted the nomination. Sue Grove seconded, and the vote was unanimously affirmative.

Nitaya Jandragholica nominated Kristi Beckman to serve as vice chair, and Kristi accepted the nomination. Sue Grove seconded, and the vote was unanimously affirmative.

Sue Grove nominated Ted Hinchcliffe to remain as treasurer, and Ted accepted the nomination. Kristi Beckman seconded, and the vote was unanimously affirmative.

Stephanie Postma nominated Melissa Bonorden to serve as secretary, and Melissa accepted the nomination. Nitaya Jandragholica seconded, and the vote was unanimously affirmative.

Chair Stephanie Postma confirmed the following committee appointments for 2024:

**Finance Committee:** Ted Hinchcliffe (chair), Sue Grove, Kristi Beckman, Stephanie Postma

**Personnel Committee:** Stephanie Postma (chair), Melissa Bonorden, Nitaya Jandragholica

**Building & Grounds Committee:** Gema Alvarado-Guerrero (chair), Jwokamer DeBock,  
Valerie Sheedy, Stephanie Postma

### PRESENTATION ON FINANCE DOCUMENTS & REPORTS:

Tom Dankert, City Director of Administrative Services, provided an overview of the monthly finance reports, as well as an outline of the process for annual budgeting and capital improvement requests. He also reviewed the origin and use provisions of the Walter Wienke Trust, noting the original gift amount was just over \$884,000. The present balance of the trust is \$954,145, and Tom advised it earns an average of around \$37,000 in investment income each year. He explained the bulk of the balance is non-expendable until it reaches maturity in 2026. In addition, he stated the library's current fund balance (comprised of money not spent from previous years) is at approximately \$843,280. The board thanked him for the overview of library and City finances.

### MINUTES:

A motion was made by Melissa Bonorden, seconded by Gema Alvarado-Guerrero, to approve the December 11, 2023, meeting minutes as presented. Carried.

### EXPENSES AND FINANCE REPORTS:

A motion was made by Kristi Beckman to approve expenditures and accept the finance reports for December 2023 and January 2024. Ted Hinchcliffe seconded the motion. Motion carried by unanimous roll-call vote.

### 2023 GIFTS REPORT AND JANUARY 2024 GIFTS REPORT:

A motion was made by Melissa Bonorden to accept all gifts received by the library in 2023 and January 2024. Kristi Beckman seconded the motion, and the motion carried.

### POLICY REVIEW:

The board reviewed the Library Board Job Description, the American Library Association's Library Bill of Rights, and the SELCO Data Privacy Policy. Following brief discussion of the policies and the proposal to remove the three-term limit in the Job Description to align with the current City Charter, Nitaya Jandragholica moved to approve continuation of the Library Bill of Rights and the Data Privacy Policy as written, and the Library Board Job Description as amended. Ted Hinchcliffe seconded, and the motion carried.

**SELCO REPORT:**

Julie Clinefelter and Valerie Sheedy suggested the SELCO report should be postponed until the March meeting, given the length of the current meeting. The other members of the board were in agreement. Julie noted SELCO had drafted a new ILS agreement that will need to be reviewed by the board in April for approval. The new agreement, provided to the board for preliminary review, is needed to allow for the upcoming change in systems provider for the shared database system.

**CITY/COUNTY LIAISON REPORTS:**

City Council and County Liaisons were not present.

**OPERATIONAL REPORT:**

Julie Clinefelter provided a written report prior to the board meeting, and discussed the following items:

**Staff:**

Julie reported she has completed performance reviews for all regular library staff and advised they went especially well after implementing regular one-on-one staff meetings throughout the previous year. She also noted the library has been especially busy in January, with over 120 new card registrations, which is even higher than the months prior to the pandemic.

Julie advised the board she has worked with consultant Julie Brunner in the past, for professional coaching, and would like to pursue additional development of her management skills with the same coach. The board was supportive of this plan and suggested considering similar options for other library staff. Julie also noted she will be attending the Public Library Association Conference in early April.

**Strategic Planning:**

Clinefelter reported she is working with SELCO Director Krista Ross to coordinate her assistance in working with library staff to develop an updated action plan for implementation of the Strategic Goals, which Ross encouraged the library to keep in place.

**Networking and Outreach:**

Julie also advised the library hosted its first community event with staff from Mower County Health and Human Services present in the library to provide information and assistance to library patrons. Kristi Beckman added she believed Austin Public Schools would also have staff present in future months.

Julie noted the library program offering driver's license classes in Spanish, for which the library received a mini-grant from SELCO for \$500, will begin in March, and will be partnering with the Hormel Institute to offer Science Saturdays for youth later this spring/summer.

**OTHER BUSINESS:**

Clinefelter advised she would be out of town on the date of the scheduled Library Board meeting in March. The board opted to keep the meeting on the calendar and cancel if a quorum is not available or it is deemed unnecessary due to lack of agenda items needing attention or action prior to the April meeting.

**CITIZEN'S COMMENTS:** None.

**BOARD COMMENTS:**

Sue Grove complimented the weekly radio show Julie has been doing on KAUS to update the community on library programs and services. Kristi Beckman noted Youth Services Librarian Salie Olson is doing a good job the Tween Advisory Committee, of which Kristi's daughter is a member and is really enjoying.

**ADJOURNMENT:**

Sue Grove moved to adjourn at 5:55 p.m.; Melissa Bonorden seconded. Motion carried.

Respectfully submitted,  
Sara Steinhoff, Secretary

**NEXT BOARD MEETING – Monday, March 11, 2024, 4:30 p.m.**