

## **Atlantic Public Library Board of Trustees**

### **Monthly Meeting Agenda**

**Monday, August 8, 2016, 5:30 pm**

#### **Library Upstairs**

1. Call to Order: The meeting was called to order at 5:30 p.m. by President Linn Headlee
  - a. Board members present: Dee Bebensee, Crystal Christensen, Jim Crall, Janice Dickerson (Vice-President), Linn Headlee (President), Hans Krengel, Donald McLean (Secretary), Janet Nielsen
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: James Northwick
  - d. Library Staff present: Natalie Struecker (Director)
2. Approval of Agenda: Dee Bebensee moved that the agenda be approved as presented. Janet Nielsen seconded. Agenda approved unanimously.
3. Public Comment: No members of the public were present for comment.
4. Approval of minutes from July 11, 2016: Dee Bebensee moved that the minutes be approved as submitted. Janet Nielsen seconded. Motion carried unanimously.
5. Correspondence: none received
6. Bills & Finances
  - a. The board reviewed the past month's bills and statistics.
  - b. Janice Dickerson moved that all bills be paid as presented. Hans Krengel seconded. Motion carried unanimously.
7. Unfinished Business:
  - a. Library Logo:
    - i) Natalie Struecker provided details for Safeguard's pricing structure as a possible library logo designer. The base cost for a Safeguard logo design is \$250, with discounts offered if other products are purchased. Once the logo is completed, the library owns the rights to it and would be able to use it with other vendors.
    - ii) Crystal Christensen moved that the library board contract with Safeguard for a logo design at the cost presented. Hans Krengel seconded. Motion carried unanimously.
8. New Business
  - a. Proposal from George Lawson, Library Consultant
    - i) Natalie reported that the library received the library utilization grant from the State Library for which we applied. Thus the funds are available to cover the cost of George Lawson's services.
    - ii) Hans Krengel moved that the library board accept George Lawson's proposal for library consulting services. Dee Bebensee seconded. Motion carried unanimously.
  - b. Proposed Memorial Garden designs, presented by Matthew Iekel, Landscape Architect Intern for the City of Atlantic
    - i) Matthew Iekel, a recent AHS graduate and current Iowa State student, presented a conceptual plan for a memorial garden for the east side of the library.
      - (a) Matthew explained that this plan is designed to be consistent with a larger beautification plan for the city that he has developed as part of his internship.

- (b) The cost estimates in the plan are advisory-only; the next step is for the library board to select a contractor to submit a formal bid.
  - (c) If it proceeds, the project would be funded from capital improvement funds, and hopefully also from memorial funds to be raised for the purpose.
- ii) Hans Krengel moved that the library board move ahead with this conceptual plan. Crystal Christensen seconded. Motion carried unanimously.
- c. Close on Saturday, November 12, 2016
  - i) Natalie asked the board for advisement on whether the library should be closed on Saturday, November 12. The library's past practice has been to close on a Saturday when it is also closed on a Friday for a holiday. This fall, the library will be closed on Friday, November 11 because of Veteran's Day.
  - ii) The board discussed the merits of closing vs. staying open, and affirmed the current schedule which calls for staying open on November 12 for regular Saturday hours.
- 9. President's Report: no items
- 10. Director's Report:
  - a. See written report
  - b. Summer Reading Report: Natalie reported that 840 people signed up to participate, though not all of them finished. However the participation was very encouraging. The various donated prizes have been awarded, including two iPads and two Kindle Fires.
- 11. Other Business:
  - a. Contact information for board members & staff
    - i) Janet Nielsen's cell number is wrong on the form and will be corrected.
- 12. Adjournment
  - a. Janice Dickerson moved that the meeting adjourn. Janet Nielsen seconded. Motion carried unanimously.
  - b. Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Donald McLean  
Library Board Secretary