

## Atlantic Public Library Board of Trustees

### Monthly Meeting Agenda

Monday, September 12, 2016, 5:30 pm

#### Library Upstairs

1. Call to Order: The meeting was called to order at 5:31 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, James Northwick
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: none
  - d. Library Staff present: Natalie Struecker (Director)
2. Approval of Agenda: Janet Nielsen moved that the agenda be approved as presented. Crystal Christensen seconded. Agenda approved unanimously.
3. Public Comment: No members of the public were present for comment.
4. Approval of minutes from August 8, 2016: Jim Crall moved that the minutes be approved as submitted. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence:
  - a. The board reviewed a thank you note the library staff received for presenting programs as part of the *Summer Y'ers* program.
6. Bills & Finances
  - a. The board reviewed the past month's bills and statistics.
  - b. Dee Bebensee moved that all bills be paid as presented. James Northwick seconded. Motion carried unanimously.
7. Unfinished Business:
  - a. Library Logo:
    - i) The board discussed five logo designs submitted by Safeguard.
    - ii) Hans Krengel moved that the board ask Safeguard for specified revisions on options D and E. Board members recommended that the heart shape in option D be removed, that the lightbulb effect in option E be more clearly designed, and that both options be considered in other color options. Dee Bebensee seconded. Motion carried unanimously.
    - iii) The board also favored a sixth option that is based on a hand-drawn, privately submitted logo. It was recommended that this sixth option be given to Safeguard to see if they can convert it to a computerized graphic design.
    - iv) Dee Bebensee moved that Natalie Struecker and the library staff be authorized to choose a logo from among the three choices under consideration (option D, option E and the privately submitted logo). Hans Krengel seconded. Motion carried unanimously.
  - b. Library card design
    - i) The Board discussed variations of a design for library cards. Board members preferred the designs that included library information (phone, website, etc.) over those that did not.

- ii) Board members also agreed that the new cards should use the official logo that is going to be selected rather than a different design.
  - iii) The library ran out of its supply of barcodes that were previously used for new library card accounts, and has been issuing temporary numbers in the interim.
8. New Business
- a. Approval of Request for Bids for Memorial Reading Garden project
    - i) Janice Dickerson moved that the Request for Bids for the Memorial Reading Garden project that was prepared by the City Attorney be approved and posted in the *Atlantic News Telegraph*. Hans Krengel seconded. Motion carried unanimously.
9. President's Report: no items to report
10. Director's Report:
- a. Staff Training day schedule:
    - i) This is set for Monday, October 3. The library will be closed that day.
    - ii) The staff training day will include a live fire drill, and members of the fire department will be on hand to provide feedback. Volunteers are needed to play the part of library patrons that morning. Anyone who would like to volunteer should talk to Natalie.
  - b. Natalie reported that some new standards for state accreditation have been put in place for public libraries.
    - i) Among the new items is a requirement that library trustees complete 3-5 hours of board training each year.
    - ii) There will be a variety of ways to accomplish this training, including but not limited to certified online webinars, in-person seminars and training modules that could be included as part of monthly board meetings.
    - iii) The Atlantic Public Library is next due for accreditation in 2020.
11. Other Business:
- a. Building Committee: The building committee met briefly after adjournment to discuss the schedule for architectural firm interviews later this month.
  - b. Contact Information for board: Natalie distributed a revised copy of the contact list for board members and library staff.
12. Adjournment
- a. Janice Dickerson moved that the meeting be adjourned. Hans Krengel seconded. Motion carried unanimously.
  - b. Meeting adjourned at 6:24 p.m.

Respectfully submitted,

Donald McLean  
Library Board Secretary