

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

### **Monthly Meeting Agenda**

**Monday, August 10, 2015, 5:30 pm**

#### **Library Upstairs**

1. Call to Order: The meeting was called to order at 5:29 p.m. by President Linn Headlee.
  - a. Board members present: Linn Headlee, Sid Winchell, Dee Bebensee, Crystal Christensen, Janice Dickerson, Janet Nielsen, Don McLean, Dana Halder
  - b. Library Staff present: Natalie Struecker
2. Approval of Agenda
  - a. One item was added to Old Business. Sid Winchell moved that we accept the agenda as amended, Dee Bebensee seconded. The agenda was approved unanimously.
3. Public Comment
  - a. There were no comments from the public at this meeting.
4. Approval of Minutes from July 13th, 2015
  - a. The minutes were amended to correct a few misspellings of names.
  - b. Dee Bebensee moved that we accept the minutes as amended, Janet Nielsen seconded. The minutes were approved unanimously.
5. Correspondence
  - a. We received notification from a local law firm that the library received a check for a \$18,165.87 donation from the estate of Marietta Petersen.
  - b. The Board received a thank you note from a staff member.
  - c. Natalie shared some pictures from the landscaping project that has now been completed by several volunteers. This landscaping was made possible by the David William Grant.
6. Bills & Finances
  - a. The Board reviewed the bills as presented.
  - b. Janice Dickerson moved that we approve the bills for payment, Crystal Christensen seconded. The bills were approved for payment unanimously.
7. Old Business
  - a. Update on window cleaning by Perry's Windows: Natalie talked with Perry to set up arrangements. They are planning to do the window cleaning twice a year as agreed, in

the fall and in the spring after the snow has all melted. Natalie may be able to suggest a contractor in Des Moines who specializes in hard-to-reach windows if Perry's needs advice on the foyer windows.

## 8. New Business

### a. Library Hours

- i) Natalie presented some different options for reconfigurations of library hours.
- ii) Discussion: Wednesday, our current open-late night, is not a busy night. Other options were presented and considered that involved staying open later on Monday and/or Tuesday. Board members were favorable toward moving the opening time to 9:00 from 9:30 a.m. and open to staying open later on an evening that seems best to the library staff. Staying open later on a different weeknight would allow for more evening library programs for teens and adults.
- iii) Tabled for decision to September meeting.

### b. Advertising at the YMCA

- i) Natalie presented information from Monitor Productions on an advertising option at the YMCA on the display monitor system. If the slides are not adjustable from month to month, then she does not recommend it. She is waiting for the representative to get back to her with details about whether this is possible.
- ii) Tabled until we can find out if the slides can be changed from month to month.

## 9. President's Items

- a. None presented.

## 10. Director's Report

- a. The new library website is up and running. The new site updates our look and is easier to maintain and update than the previous site was.
- b. The new Chamber of Commerce website does not include libraries from our county, and so it was not an option to be part of their effort.
- c. The replacement copiers were delivered on July 17. They are all-in-one machines capable of scanning, printing, copying and faxing (staff area only).
- d. The new commercial grade vacuum cleaner and janitorial supplies cart have been delivered. The next step is to update Material Safety Data Sheets for the chemicals used in the library. Rolly Parrott is doing a good job staying on top of cleaning issues.
- e. MAHLE Engine Component donated a new bulletin board. It was installed on the landing between the 1<sup>st</sup> and 2<sup>nd</sup> floors. Thanks to staff from the Streets Dept. for installing this.
- f. Natalie is reviewing job titles and descriptions for all library staff. Some updates may be needed. The Board would need to approve changes to job titles. It is recommended that job descriptions be reviewed every 1-2 years.
- g. Various library staff have been busy representing the library at community events including the Cass Co. Genealogical Society, the County Fair, the Lion's Club, and the Friends of the Library. Natalie has joined the Atlantic Rotary Club.
- h. Misty Gray, Southwest Library Consultant, will attend the Library Board meeting on September 14 to train board members on the Trustee Handbook. Expect this training to take about half an hour.

- i. There are two library staff conferences coming up this year that would be beneficial for our library staff to attend:
  - i) Iowa Library Association Conference, October 14-16 (Des Moines). Julie and Jody are looking at attending one day of the conference for seminars. Natalie would like to attend the whole conference.
    - (a) Discussed closing the library on 10/15 so that staff could attend. Dee Bebensee moved that we close 10/15 and pay registration for whatever staff attend. Sid Winchell seconded. Motion carried unanimously.
    - (b) Cost for Thursday-Friday is \$100 per staff member.
  - ii) Public Library Association Conference in April 2016 (Denver, CO).
    - (a) Natalie would like to attend. This would be especially helpful in her role as a new director. Early Bird registration is \$250, by end of September. The conference runs three days plus an optional pre-conference day. Other librarians from our region are planning to attend and Natalie would try to carpool with them to share expenses.
    - (b) Janice Dickerson moved that the registration cost be paid out of the library budget. Janet Nielsen seconded. Motion approved unanimously.

#### 11. Other Business

- a. An updated contact information sheet for board members was distributed.

#### 12. Adjournment

- a. Sid Winchell moved that we adjourn, Janice Dickerson seconded. Motion approved unanimously.
- b. Meeting adjourned at 6:25 p.m.

Respectfully submitted,  
Donald McLean,  
Library Board Secretary