

Atlantic Public Library Board of Trustees

Monthly Meeting Agenda

Monday, September 14, 2015, 5:30 pm

Library Upstairs

1. Call to Order: The meeting was called to order at 5:30 p.m. by Vice-President Sid Winchell
 - a. Board members present: Sid Winchell, Dee Bebensee, Crystal Christensen, Donald McLean, Janet Nielsen, Mike Waters
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Linn Headlee, Jim Crall, Janice Dickerson
 - d. Library Staff present: Natalie Struecker
2. Approval of Agenda: Mike Waters moved, Janet Nielsen seconded. Agenda approved unanimously.
3. Public Comment
 - a. none present
4. Approval of minutes from August 10th, 2015: Janet Nielsen moved to approve minutes, Mike Waters seconded. Motion carried unanimously.
5. Correspondence:
 - a. Board reviewed an email from a patron about landscaping and customer service.
6. Bills & Finances:
 - a. Fire extinguishers and emergency lights were a larger expense this month due to need to replace expired units and upgrade others to proper type for the space they are in. Staff members will be testing the new units
 - b. Mike Waters moved that all bills be paid, Crystal Christensen seconded. Motion carried unanimously.
7. Old Business
 - a. Library Hours: Board discussed changing library hours as described in option 2 in the Director's Packet.
 - i) Natalie reported that the library staff like the plan, and support it.
 - ii) This will not add to overall salaries cost, as library staff will adjust their schedules to cover the extra open hours.
 - iii) Change would launch in October and be presented as fall hours; bookmarks to be made and distributed with all checked out books to help get the word out.
 - iv) Mike Waters moved, Janet Nielsen seconded that the library schedule be changed as presented in option 2. Motion carried unanimously.
 - b. Complaint filed with the IPIB Board:
 - i) The board reviewed the IPIB dismissal of the complaint filed against the board. IPIB board tried to follow up with the original complaint filer, but they were unable to reach the person for further comment.
8. New Business
 - a. Close the Library on October 15th, 2015:
 - i) Dee Bebensee moved that the library be closed 10/15/2015 so library staff can attend ILA Conference, Crystal Christensen seconded. Motion carried unanimously.

- b. Approve staff to go to the ILA Conference on October 15th, 2015 from T&A Funds: \$876 cost. Janet Nielsen moved to approve, Don McLean seconded. Motion carried unanimously.
 - c. Approve Library Director to go to PLA Conference April 6-9, 2016 in Denver, CO.
 - i) Dee Bebensee moves that Natalie attend the conference as well as the pre-conference, Mike Waters seconded. Motion carried unanimously.
 - d. Approve pulling funds from Endowment.
 - i) Natalie presented possibility of using \$6100 available funds from endowment to cover some of the costs from the bids for service the board reviewed at the meeting.
 - ii) Mike Waters moved, Crystal Christensen seconded that we take cost of new phones and Wi-Fi system from T&A account rather than from the endowment. Motion carried unanimously.
 - e. Bids for services:
 - i) The board reviewed a bid of approximately \$1770 to purchase and install a new phone system for the library. The existing phones have a number of problems that make this a good time for an upgrade. The new system will plug in to the library's existing PA system. [See 8.d.ii) for approval]
 - ii) The board reviewed two bids for upgrading the Wi-Fi system in the library. One bid was for approximately \$3700, and the other for \$875. Natalie recommends we go with the more affordable bid as it will provide the data we need for reports, and the more expensive one provides services we do not need to provide for library patrons. The Board concurs with Natalie's recommendation. [See 8.d.ii) for approval]
 - iii) Natalie recommended the library contract to rent six floor mats on a monthly basis.
 - (a) Board concurs with renting mats, total of six to be swapped out with clean ones on a monthly basis.
 - (b) Costs would be approx. \$34 per month for what we would need.
 - (c) Dee Bebensee moved that the library contract to rent floor mats as described, Janet Nielsen seconded. Motion carried unanimously.
 - f. Schildberg Foundation grant received earlier this year.
 - i) Library received \$2,000 grant from Schildberg Foundation in response to grant filed by Director Johnson, previous library director.
 - ii) Intention is to use these funds for a new tripod screen, new projector, and six lightweight tables. The Board does not need to approve these expenditures.
 - g. Trustee training with Misty Gray
 - i) Board received training from Misty Gray, the district consultant from Iowa Library Services, SW District.
 - ii) Misty reviewed the eleven major responsibilities/standards our board must meet to maintain accreditation in context of discussion about the Board/Director relationship.
 - (a) Trustees should be familiar with the Iowa Library Trustees' Handbook. This resource is available online in electronic format. The handbook can be accessed via this web link: <http://www.statelibraryofiowa.org/ld-t-z/Trustees/trusthandbook14/2014trusteehandbook6414.pdf>
 - (b) The Atlantic Public Library has a Tier 3 rating, which means we also meet all Tier 1 and Tier 2 requirements and at least 16 of the 33 non-tiered standards. In our case we actually meet 32 of those 33 standards.
9. President's Report
- a. No items to report

10. Director's Report

- a. Roof update: Natalie asked a contractor to provide an informal assessment of the condition of our roof in an effort to determine where the leaking problem. He suggests that we do not need to replace the roof, but there are four trouble spots that require attention. Pooling water has caused rotting wood due to poor drainage. The next step is to talk with some local contractors who can provide a formal estimate.

11. Other Business

12. Adjournment

- a. Janet Nielsen moved that we adjourn, Mike Waters seconded. Motion carried unanimously.
- b. Meeting adjourned at 7:10 p.m.

Respectfully submitted,
Donald McLean,
Library Board Secretary