

Atlantic Public Library Board of Trustees

Monthly Meeting Agenda

Monday, October 12, 2015, 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: Crystal Christensen, Jim Crall, Linn Headlee (president), Donald McLean (secretary), Janet Nielsen, Mike Waters, Sid Winchell (vice-president)
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Janice Dickerson, Dee Bebensee
 - d. Library Staff present: Natalie Struecker, Director
2. Approval of Agenda: Mike Waters moved that the agenda be approved, Sid Winchell seconded. Agenda approved unanimously.
3. Public Comment
 - a. Mary Ann Morrman from Friends of the Library announced that the FOL has scheduled the annual book sale for Tuesday through Thursday, 10/27-29.
4. Approval of minutes from September 14, 2015: Crystal Christensen moved that the amended minutes be approved, Janet Nielsen seconded. Motion carried unanimously.
5. Correspondence:
 - a. Board reviewed a patron feedback form left anonymously on the library desk.
6. Bills & Finances:
 - a. Board reviewed bills, finance status and library statistics.
 - b. Sid Winchell moved that all bills be paid as presented, Jim Crall seconded. Motion carried unanimously.
7. Old Business
 - a. Window Washing:
 - i) Perry Window Cleaning was here last month at a planned cost of \$750.
 - ii) Perry made the suggestion that in the spring we have him remove the storm windows and clean the inside surfaces of the windows as well. He would charge us \$750 for that extra cleaning instead of the \$500 that was planned for the second/spring cleaning.
 - iii) Discussion: Board members agree that it would be nice to have the windows cleaned on the inside surfaces, if we can afford the extra \$250.
 - iv) Tabled until it can be verified if storms can in fact be removed. We think they may have been installed permanently the last time the window sills were repaired.
 - b. Roof Repair: Natalie has contacted two contractors to give proposals for the work that needs to be done. Neither has done an inspection, and we have not received any proposals from either.

8. New Business

- a. 5 year Capital Improvement Plan: John Lund, City Manager, has asked the city's department heads to draft a 5 year Capital Improvement Plan for their respective areas. Natalie reported on several possible projects that could be part of a 5 year or 10 year plan for the library. Various possibilities were discussed. Board members liked the ideas presented in the board packet and made a few additional suggestions.
- b. Budget process for FY17: Natalie presented the timetable she has received from the city manager and presented the proposed budget she will use as a starting place in her meetings with the city manager. The board is supportive of Natalie's budget proposals.
- c. Telephones: Natalie reported that another city agency made a unilateral decision to change the city phone service provider from Windstream to CenturyLink. This has negatively affected the costs the library has to pay for phone service because we were with a federal e-rate program that partially subsidized the previous phone service. However, this subsidy did not automatically carry to the new phone provider, and so there were extra costs to the library because of the change. Natalie pursued the necessary procedures to transfer the subsidy, and at this point it appears that the e-rate will now be applied to the new provider. However the new service will be approximately \$20 per month higher going forward.
- d. Building & Grounds: Natalie reported that she has verified the gutter outside the north east corner of the roof leads to an outlet that is buried underground. This outlet has become clogged with mud and rock. This is causing water backup and leakage/staining on an inside wall. The best solution is to close off that drainpipe and reroute the gutter to a different drainpipe.
- e. Purging Items: Natalie shared a list of items that staff would like to get rid of by giving away or trashing as appropriate.
 - i) Natalie can post them on the Iowa Commons, a site that libraries use to sell used items to each other, and other possible ideas were suggested as well.
 - ii) Board approved Natalie's suggestions as presented in her board packet.

9. President's Report

- a. Roof repair: Linn raised the issue of whether city funds would be appropriately used to help with the roof repairs that need to be done.
 - i) Since the building is owned by the city, could city funds rather than designated library funds be used to repair the roof?
 - ii) The board's preference would be that special gifts or bequests that have been given specifically to support library efforts not be used to repair a building issue. It would be more in keeping with the spirit of the gifts if they could be used to enhance library services such as children's programming, book purchases, etc.
- b. Director's annual review. The board agreed to conduct an annual performance review for Natalie on or about her one year work anniversary in June, and then to do an annual review each June thereafter.

10. Director's Report

- a. Brainfuse: Brainfuse is an online tutoring service we are looking to make available throughout Cass county through a partnership of libraries, schools and county government.

- i) Brainfuse provides live tutoring for students from kindergarten through the second year of college level work.
- ii) Total cost is \$3000 per year. The proposed plan is for Atlantic to cover \$1500, with \$300 coming from each of the smaller Cass county communities.
- iii) Lewis and Griswold are already on board and are funded.
- iv) Natalie approached Dr. Amstein, who will work with the school Foundation to seek partial funding for the Atlantic portion of the cost.
- v) Natalie suggests that we could take our library's portion of the cost out of T&A funds.
- vi) Suggestion was made to ask Iowa Western Community College if they would like to share in the funding as well because of the college level tutoring and resume service.
- vii) No decisions needed at this time.
- b. Natalie reported on some glitches with the new phone system. The manufacturer is working on trying to figure out the problem.

11. Other Business

- a. Unattended children: Natalie informed us that there is occasionally a problem with unattended children being left at the library beyond closing time.
 - i) Natalie's suggestion is that staff waits 10-15 minutes after closing if there are unattended children, as a courtesy. But then we make a phone call to the police department if the children have not been picked up.
 - ii) The board supports this approach and will vote on a formal policy at a later time if necessary.
- b. The question was asked if library staff have access to comp time for those occasions when they are involved in promoting the library at community events beyond their regular work hours. Natalie reported that this is her practice.

12. Adjournment

- a. Janet Nielsen moved that we adjourn, Mike Waters seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Donald McLean,
Library Board Secretary