

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

### **Monthly Meeting Agenda**

**Monday, November 9, 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: Dee Bebensee, Crystal Christensen, Jim Crall, Janice Dickerson, 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: none
  - d. Library Staff present: Natalie Struecker (Director)
2. Approval of Agenda: Mike Waters moved that the agenda be approved. Dee Bebensee seconded. Agenda approved unanimously.
3. Public Comment: none
4. Approval of minutes from October 12, 2015: Janice Dickerson moved that the amended minutes be approved. Sid Winchell seconded. Motion carried unanimously.
5. Correspondence: Natalie distributed thank you notes from the Chamber of Commerce for her participation in three community events this fall, and another thank you note from the Heritage House Guild for a presentation there.
6. Bills & Finances:
  - a. Board reviewed bills, financial status and library statistics.
    - i) \$1,500 of the \$3000 paid for Brainfuse will be reimbursed from other county libraries
    - ii) Rotary Dues for Natalie Struecker are to be taken from the Trust & Agency fund
  - b. Sid Winchell moved that all bills be paid as presented, Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business
  - a. Roof Repair: Natalie has talked to 3 different companies about doing the work, but we have not received any formal bids as yet. We are hoping to have bids by February.
  - b. 5-year Capital Improvement Plan:
    - i) Natalie presented floor diagram drawings of potential capital improvements to the upstairs and downstairs.
    - ii) Dee Bebensee moved that we approve the 5-year capital improvement plan presented in the Board packet. Janet Nielsen seconded. Motion carried unanimously.
  - c. FY17 Budget: Natalie Struecker is meeting with John Lund, Atlantic City Manager, next week to present the Board's proposed budget.
    - i) The Board reviewed the three options submitted by Natalie in this month's Board packet. This budget includes capital improvements. Natalie suggests a 3% raise for staff, with an extra upward adjustment for one staff person whose compensation has

not been at the level of the work she actually does. Materials have increased in price in recent years, and so we are adding to those lines accordingly in our proposal.

- ii) Janice Dickerson moved that we recommend option C (\$407,822) as the proposed budget for FY 2017. Seconded by Dee Bebensee. Motion carried unanimously.

## 8. New Business

### a. Little Free Libraries:

- i) Natalie shared an idea to set up “Little Free Libraries” in different parts of the community (gyms, doctors’ offices, etc.) using good-condition donated books that were left unsold after last month’s Book Sale.
- ii) Suggestions include to distribute at the hospital, YMCA, and local doctor offices. It was also suggested that building community take-or-leave-a-book boxes would make a good Eagle Scout project.

### b. Organization Chart and Job Titles:

- i) Natalie Struecker presented a chart showing the current configuration for staff job titles as well as a proposed way of re-organizing the positions.
- ii) Sid Winchell moved and Dee Bebensee seconded that we adopt the changes as Natalie presented. Motion carried unanimously.

### c. Policies

#### i) Board By-laws:

- (a) Natalie Struecker presented a series of suggestions for changes and adjustments to the existing Board By-laws.
- (b) Janice Dickerson moved that we accept the amended by-laws as presented. Crystal Christensen seconded. Motion carried unanimously.

#### ii) Electronic Use Policy:

- (a) Natalie presented an Electronic Use Policy and a Wi-Fi Terms of Use document that will replace our existing Internet Use Policy.
- (b) Mike Waters moved that we approve the Wi-Fi Terms of Use as presented. Jim Crall seconded. Motion carried unanimously.
- (c) Janet Nielsen moved that we approve the Electronic Access Policy as presented. Janice Dickerson seconded. Motion carried unanimously.

#### iii) Collection Development Policy:

- (a) Natalie Struecker presented a Collection Development Policy. This policy also includes a Request for Reconsideration policy and form.
- (b) Crystal Christensen moved that we accept the Collection Development Policy as presented, and Donald McLean seconded. Motion carried unanimously.

## 9. President’s Report: no items to present

## 10. Director’s Report

- a. ILA Reports from Staff: Natalie Struecker commented on the written staff reports from the conference that are included in the Board packet. The consensus from staff is that attending the conference was a worthwhile investment of time and resources.
- b. Annual Report: Natalie Struecker highlighted for the Board some of the key statistics from the 2014-15 Annual Report.

## 11. Other Business: none

12. Adjournment

- a. Linn Headlee moved that we adjourn, and Janice Dickerson seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:33 p.m.

Respectfully submitted,

Donald McLean,  
Library Board Secretary