Atlantic Public Library Board of Trustees

Monthly Meeting Agenda

Monday, December 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: Dee Bebensee, Jim Crall, Janice Dickerson, Donald McLean (Secretary), Janet Nielsen, Mike Waters, Sid Winchell (Vice-President)
    b. City Council Liaison present: Dana Halder
    c. Board members absent: Linn Headlee (President), Crystal Christensen
    d. Library Staff present: Natalie Struecker (Director)
2. Approval of Agenda: Dee Bebensee moved that the agenda be approved. Mike Waters seconded. Agenda approved unanimously.
3. Public Comment: none present
4. Approval of minutes from November 9, 2015: Janet Nielsen moved that the minutes be approved. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence: The board reviewed two thank you notes written to the library director from the Friends of the Library and Iowa Western Community College.
6. Bills & Finances:
    a. The board reviewed the past month's bills.
    b. Janice Dickerson moved that all bills be paid as presented. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business
    a. Roof Repair:
        i) The board reviewed bids from Modern Roofing and Quality Steel. Modern Roofing submitted a bid to repair the immediate leaking problem, as well as a bid for a complete roof replacement (including a 30 year and 50 year option).
        ii) We are still waiting for one company to get back to us with a bid.
        iii) It was noted that the current roof is more than 20 years old.
        iv) No vote is needed at this time since we are still waiting for another bid.
    b. FY17 Budget:
        i) Staff salaries for FY17
            (a) Natalie Struecker presented a proposed revision to the budget proposal the board approved last month.
            (b) The main revisions involve adjustments to staff salaries as described in Column D in the budget page of the meeting packet. There were also small miscellaneous adjustments to a few other lines.
            (c) Mike Waters moved that the board adopt Option D in place of Option C as the board's recommended budget. Janice Dickerson seconded. Motion carried unanimously.

8. New Business
    a. Staff to regular part-time status:
        i) Natalie explained that two of the library's four part-time staff members are classified as "regular part time" while the two other are not. She recommends that we classify all part time positions as "regular part time."

      ii) Regular part time staff earn vacation time, sick time, holiday pay, etc. at a half rate. Those staff that are not regular part time do not earn sick time, holidays, vacation time, etc.

      iii) The question was raised as to whether an employee must work a minimum of 20 hours per week to qualify for regular part time status in Iowa. This is relevant because at least one of the two staff this change would affect works a maximum of 15 hours per week. Natalie Struecker will check on this.

      iv) Issue tabled. Natalie will check on the 20 hours per week minimum requirement.

  b. Director's Salary.

      i) Natalie explained that there was a discrepancy involving the level at which her salary was started when she began with the library six months ago. The outcome of the discrepancy is that she was paid the incorrect percentage for the first six months. The board can correct this discrepancy by recommending that she receive a 3.33% increase every six months for the first 18 months of her employment with the library. At the end of those 18 months she will be at the correct salary level and will have received the correct compensation amount over those first 18 months.

      ii) Janice Dickerson moved that Director Natalie Struecker's salary be increased by 3.33% every six months for the first 18 months of her employment. Jim Crall seconded. Motion carried unanimously.

  c. Holiday Closings for 2016

      i) Natalie Struecker presented a slate of proposed holidays for 2016.

      ii) Dee Bebensee moved to accept the holiday closings as presented. Janet Nielsen seconded. Motion carried unanimously.

  d. Building & Grounds

      i) Air Conditioners bid: The board reviewed bids for upgrades to our air conditioning system. The library is not actively looking to do this upgrade at this time.

      ii) Carpet Cleaning bid: The board reviewed a bid for a spring time carpet cleaning (upstairs and down). The bid seems reasonable. However, Natalie will try to obtain another bid or two for comparison purposes in the intervening time.

  e. Policies

      i) Circulation Policy:

         (a) Natalie Struecker walked the Board through a proposed Circulation Policy for the library. Janice Dickerson moved to accept the Circulation Policy as presented. Dee Bebensee seconded. Motion carried unanimously.

      ii) Electronic Use Policy:

         (a) Mike Waters moved to approve proposed changes to the Electronic Use Policy approved by the board last month. This revised policy replaces the previous one. Janet Nielsen seconded. Motion carried unanimously.

      iii) Collection Development Policy:

         (a) Mike Waters moved to approve proposed changes to the Collection Development Policy approved by the board last month. This revised policy replaces the previous one and now includes the Reconsideration Policy as part of the policy itself. Janet Nielsen seconded. Motion carried unanimously.

9. President's Report: no items.

10. Director's Report

  a. Items for disposal/resell:

       i)   The library has some white and yellow tables and a battery operated vacuum cleaner that it no longer needs. All have been replaced by better equipment.

      ii)   The board approved of Natalie Struecker attempting to resell them on behalf of the library. Janice Dickerson moved that she do so. Janet Nielsen seconded. Motion carried unanimously.

11. Other Business: none
12. Adjournment
    a. Mike Waters moved that we adjourn. Jim Crall seconded. Motion carried unanimously.
    b. Meeting adjourned at 6:27 p.m.

Respectfully submitted,

Donald McLean,
Library Board Secretary