

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

### **Monthly Meeting Agenda**

**Monday, January 11, 2016, 5:27 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, Jim Crall, Linn Headlee (President), Donald McLean (Secretary), Sid Winchell (Vice-President)
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: Crystal Christensen, Janice Dickerson, Janet Nielsen, Mike Waters
  - d. Library Staff present: Natalie Struecker (Director)
2. Approval of Agenda: Sid Winchell moved that the agenda be approved. Dee Bebensee seconded. Agenda approved unanimously.
3. Public Comment: none present
4. Approval of minutes from December 14, 2015: Dee Bebensee moved that the minutes be approved as submitted. Sid Winchell seconded. Motion carried unanimously.
5. Correspondence: none received this month
6. Bills & Finances:
  - a. The board reviewed the past month's bills.
  - b. Dee Bebensee moved that all bills be paid as presented. Jim Crall seconded. Motion carried unanimously.
7. Unfinished Business
  - a. Buildings & Grounds
    - i) Roof Repair: The Board viewed shingle samples (50 and 30 year types) of the shingle recommended by Modern Roofing in their bid. Generally speaking, the board members preferred the 50 year type, and discussed the merits of buying the shingles from an Atlantic vendor if possible.
  - b. FY17 Budget: Natalie Struecker presented a revised budget based on feedback from City Manager John Lund. Dee Bebensee moved that the board accept the budget designated "FY17" (column E) in the board meeting packet. Jim Crall seconded this motion. Motion carried unanimously.
  - c. Staff to regular part-time status:
    - i) Natalie Struecker reported that, based on the personnel classifications followed by the city, Katlyn Mudd should be classified as "regular part time" and Sondra Marnin should be classified as "occasional part time." However, Katlyn is currently classified as occasional part time.
    - ii) Dee Bebensee moved that Katlyn Mudd be reclassified as a regular part time employee. Sid Winchell seconded. Motion carried unanimously.
8. New Business
  - a. In-service Days for the Staff :
    - i) Natalie Struecker recommended that the library have two annual in-service days for library staff. On these days, the library would be closed to patrons, but staff would report to work for training and continuing education.
    - ii) Dee Bebensee moved that this recommendation be adopted, Sid Winchell seconded. Motion carried unanimously.

b. Policies

i) Personnel Policy:

- (a) Natalie Struecker presented a proposed Personnel Policy for the library. This policy includes the job descriptions found in Appendix A, along with two other personnel-related appendices.
- (b) Members noted one item to double check: Is the term length for a library trustee six years or three years? Our understanding is that the term is six years, which should be noted in the policy.
- (c) Donald McLean moved that the board adopt the Personnel Policy, with the corrected trustee length of term. Dee Bebensee seconded this motion. Motion carried unanimously.

ii) Patron Behavior Policy:

- (a) Natalie Struecker presented a proposed Patron Behavior Policy to the board.
- (b) Dee Bebensee moved that the Patron Behavior Policy be adopted as presented. Sid Winchell seconded this motion. Motion carried unanimously.

9. President's Report: no items this month.

10. Director's Report

a. Purchasing a computer time management system called *PC Reservation*:

- i) Natalie Struecker outlined the merits of using this system. The initial cost would be \$2600, plus approximately an additional \$300 per year.
- ii) Dee Bebensee moved that the library purchase *PC Reservation* from the Trust & Agency Fund. Sid Winchell seconded. Motion carried unanimously.

b. Natalie Struecker informed the board that the state library association is offering a special training in three parts for Library Board Trustees. Natalie will have more information at the next board meeting. The trainings will be held on three consecutive Tuesdays (2/16, 2/23 and 3/1), and will run from 6:00-7:30 p.m. The trainings will be presented at the library, and board members are encouraged to attend.

11. Other Business: None

12. Adjournment

- a. Jim Crall moved that we adjourn. Dee Bebensee seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Donald McLean  
Library Board Secretary