

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

### **Monthly Meeting Agenda**

**Monday, February 8, 2016, 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, Crystal Christensen, Janice Dickerson, Donald McLean (Secretary), Sid Winchell (Vice-President)
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: Linn Headlee (President), Janet Nielsen, Mike Waters
  - d. Library Staff present: Natalie Struecker (Director)
2. Approval of Agenda: Dee Bebensee moved that the agenda be approved. Jim Crall seconded. Agenda approved unanimously.
3. Public Comment: none present
4. Approval of minutes from January 11th, 2016: Dee Bebensee moved that the minutes be approved as submitted. Jim Crall seconded. Motion carried unanimously.
5. Correspondence: none received this month
6. Bills & Finances
  - a. The board reviewed the past month's bills.
  - b. Crystal Christensen moved that all bills be paid as presented. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business
  - a. FY17 Budget: No changes or additions made by the Board. This remains on the agenda until the City Council finalizes and approves the city budget.
8. New Business
  - a. Policies
    - i) Meeting Room Policy: Natalie Struecker presented a proposal for a meeting room policy. The board reviewed the policy, and discussed options for a possible fee schedule and guidelines for use of audio-visual equipment.
    - ii) Dee Bebensee moved that we amend the presented policy to charge a fee for use of library projector and screen in a meeting room (\$25 fee per use), library kitchenette (\$5 fee per use), and cleanup if the room is left messy (\$50 fee per use), but no fee for the basic use of the meeting rooms. Janice Dickerson seconded the motion. Motion carried unanimously.
    - iii) Janice Dickerson moved we accept the meeting room policy as amended. Crystal Christensen seconded the motion. Motion carried unanimously.
9. President's Report: none presented
10. Director's Report:
  - a. Timing of snow removal: As described in Natalie's written report, the city's snow removal crews do not always get the library parking lot cleared before the library opens, and if there are car in the lot they are not able to plow the lot at all. One option to consider would be to hire a private contractor in future years/budgets who would commit to clearing the lot before the library opens. No action taken.

- b. Natalie talked about ongoing “weeding” of library shelves to increase circulation and open up shelves for new books and easier browsing. She has made significant progress in the adult fiction section.
- c. Natalie reported on the addition of the Freegal music service to our library’s online services.

11. Other Business

- a. Training/Education opportunity: Board members may come to the library at the scheduled times presented in this month’s board packet (2/16, 2/23 and 3/1), or create an account and watch the sessions live by logging in at home. Sessions will also be recorded so that trustees can watch them at a later time with an online account.
- b. Iowa Library Association membership: Janice Dickerson will serve again as our board representative to ILA. She will pay the fee and submit for reimbursement.

12. Adjournment

- a. Jim Crall moved that we adjourn. Dee Bebensee seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:12 p.m.

Respectfully submitted,

Donald McLean  
Library Board Secretary