

Atlantic Public Library Board of Trustees

Monthly Meeting Agenda

Monday, March 14, 2016, 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, Jim Crall, Janice Dickerson, Linn Headlee (President), Donald McLean (Secretary), Janet Nielsen, Sid Winchell (Vice-President)
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Crystal Christensen, Mike Waters
 - d. Library Staff present: Natalie Struecker (Director)
2. Approval of Agenda: Dee Bebensee moved that the agenda be approved as amended. Donald McLean seconded. Agenda approved unanimously.
3. Public Comment:
 - a. No members of the public were present in person.
 - b. The board reviewed two patron comment forms. One was computer-related and the other was a suggestion related to bookmarks.
4. Approval of minutes from February 8, 2016: Sid Winchell moved that the minutes be approved as submitted. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence: The board reviewed two thank you notes from community groups for the use of meeting space.
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. FY17 Budget: The City Council has finalized the budget submitted by the board. Janet Nielsen moved that the board accept the final budget approved by the City Council. Janice Dickerson seconded. Motion carried unanimously.
8. New Business
 - a. Electronic Access Policy. The board reviewed two changes to the Electronic Access Policy. One change requires a library card to access library computers and the other sets a three hour per day limit per user on computers. Janet Nielsen moved that we accept the policy as amended. Dee Bebensee seconded. Motion carried unanimously.
 - b. Bids
 - i) Roof bids for FY17
 - (a) The board reviewed bids from four area roofing companies to repair the flat area of the roof and to shingle the rest of the roof. The board discussed the merits of the various proposals as well as the Iowa code requirement that the most fiscally responsible reasonable bid be given priority when considering a project this size.
 - (b) Jim Crall moved that the board accept the bids submitted from TC Roofing for the 50-year shingles and for the flat roof area. Sid Winchell seconded. Motion carried unanimously.

- (c) The shingle work will likely be done first, and then the flat roof area. Work will begin sometime after July 1 when the new fiscal year begins, and will hopefully be completed before winter.
 - ii) Air conditioning bid
 - (a) The board reviewed a bid from Camblin Plumbing & Heating to replace all seven air conditioning units.
 - (b) As of last summer, the current units are still working. However Camblin informed the library that the units are at the end of their expected lifespan.
 - (c) The board discussed getting multiple bids. Natalie will submit a posting in the Atlantic News Telegraph requesting bids from any interested parties as described in Iowa code.
 - (d) No action taken at this time.
 - iii) Carpet cleaning bids
 - (a) The board reviewed two bids for carpet cleaning.
 - (b) Janice Dickerson moved that the board contract with Barefoot Clean Carpet & Upholstery. Dee Bebensee seconded. Motion carried unanimously.
 - c. Extending Library hours for Shred Day on Saturday, April 30th
 - i) The Shredder, an area shredding company, will be on site as a service to the community on April 30 from 1-4 p.m. Natalie recommends the library extend its open hours that day by two hours so that staff are available to help as needed and so the library is open for patrons who may come for the shredding service.
 - ii) Sid Winchell moved that the library extend its open hours by 2 hours to 4:00 pm on April 30. Dee Bebensee seconded. Motion carried unanimously.
 - d. Trustees with terms ending in 2016
 - i) Natalie reported that three trustees' terms are expiring as of June 2016. They are Jim Crall, Janice Dickerson, and Mike Waters. If these three are interested in and willing to serve another term, they should speak to Natalie or Linn.
 - ii) Sid Winchell announced his intention to retire from the Library Board effective June 30, 2016.
 - e. Old microfilm scanner
 - i) The camera on the old microfilm scanner stopped working completely. The library owns this piece of equipment, but its use is then rented from the library by the Genealogical Society.
 - ii) The library purchased a replacement scanner for approximately \$9700, and this amount was paid by the Genealogical Society per the existing rental arrangement. The library will continue to own the new scanner, and the Genealogical Society will continue to rent its use.
 - iii) The company from which the scanner was purchased offered to buy it back for \$1000. Janice Dickerson moved that the library sell the old scanner for \$1000 to the company from which it was purchased, and that those funds be sent directly to the Genealogical Society. Janet Nielsen seconded. Motion carried unanimously.
9. President's Report: No items to report.
10. Director's Report:
- a. See written report.
 - b. Natalie Struecker gave an update on the student who was banned from the library for the month of March. It may be necessary to ask for help from the local Police Department to intervene and support the library staff's decision.

- c. Natalie Struecker reported that she is applying for an open position on the Iowa Commission of Libraries Board.

11. Other Business: none

12. Adjournment

- a. Jim Crall moved that we adjourn. Janice Dickerson seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Donald McLean
Library Board Secretary