

Atlantic Public Library Board of Trustees

Monthly Meeting Agenda

Monday, May 9, 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, Crystal Christensen, Linn Headlee (President), Donald McLean (Secretary), Janet Nielsen, Sid Winchell (Vice-President)
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Jim Crall, Janice Dickerson, Mike Waters
 - d. Library Staff present: Natalie Struecker (Director)
2. Approval of Agenda: Sid Winchell moved that the agenda be approved as presented. Dee Bebensee seconded. Agenda approved unanimously.
3. Public Comment:
 - a. No members of the public were present in person.
 - b. The board reviewed a summary of patron comments related to recent library programs.
4. Approval of minutes from April 11, 2016: Dee Bebensee moved that the minutes be approved as submitted. Crystal Christensen seconded. Motion carried unanimously.
5. Correspondence: none received
6. Bills & Finances
 - a. The board reviewed the past month's bills.
 - b. Sid Winchell moved that all bills be paid as presented. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business: None
8. New Business
 - a. Buildings & Grounds
 - i) Bids for Air Conditioning unit replacement –
 - (a) Camblin's Heating and Air Conditioning submitted an original bid of \$32,375 for air conditioning units, and at our request also submitted a revised bid for energy efficient units of \$33,575. Both bids involve replacing seven of the eight existing units. One of the existing units is still working well and does not need to be replaced.
 - (b) Dee Bebensee moved that we accept the bid submitted by Camblin's for \$33,575. Crystal Christensen seconded. Motion approved unanimously.
 - ii) Bids for replacing ceiling fans upstairs
 - (a) One of the three ceiling fans in the upstairs is malfunctioning and should be replaced. However, the board decided that it makes sense to replace all three fans at this time for the sake of consistency.
 - (b) Dee Bebensee moved that the library purchase the fans recommended by Natalie from Ferguson Enterprises. Janet Nielsen seconded. Motion carried unanimously.
 - (c) Janet Nielsen moved that the board authorize Natalie Struecker to select the most feasible bid for the installation of the ceiling fans from one of the local

electricians who submitted bids. Dee Bebensee seconded. Motion carried unanimously.

b. Library Director's Evaluation form

- i) Input from the staff: Natalie invited the library staff to submit feedback via an anonymous version of the evaluation form the board will be using, and the results from the staff were distributed in this month's board packet.
- ii) Natalie distributed blank evaluation forms for the board to use for her annual review. Each board member will fill this out and bring it to the June board meeting. The Board will conduct the evaluation as an agenda item at the June meeting.

c. Summer Reading Program

- i) Natalie distributed packets with program information and reading logs to each board member. This is the first year our summer reading program will be available for all ages. Natalie encouraged board members to participate in the program.

9. President's Report: No items to report.

10. Director's Report:

a. PLA Report:

- i) See written report from PLA conference included in board packet.
- ii) Natalie came away from the conference with several take away ideas she hopes to implement in the fall.

b. See written report for other items.

11. Other Business:

a. None

12. Adjournment

- a. Janet Nielsen moved that we adjourn. Sid Winchell seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:14 p.m.

Respectfully submitted,

Donald McLean
Library Board Secretary