

Atlantic Public Library Board of Trustees

Monthly Meeting Agenda

Monday, June 13, 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, Janice Dickerson, Linn Headlee (President), Donald McLean (Secretary), Janet Nielsen, Mike Waters
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Jim Crall, Sid Winchell (Vice-President)
 - d. Library Staff present: Natalie Struecker (Director)
2. Approval of Agenda: Mike Waters moved that the agenda be approved as presented. Janet Nielsen seconded. Agenda approved unanimously.
3. Public Comment: No members of the public were present for comment.
4. Approval of minutes from May 9, 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. An updated list of bills was distributed at the meeting to include two additional bills that came in since board packets were distributed at the end of last week.
 - b. Dee Bebensee moved that all bills be paid as presented. Janice Dickerson seconded. Motion carried unanimously.
7. Unfinished Business:
 - a. Buildings and Grounds
 - i) Roof project:
 - (a) The down payments for the work to be done are being made this month.
 - (b) The work is set to begin this summer, once the new fiscal year begins.
 - (c) There have been a significant number of leaks over the last few weeks with all the rain we have had. These leaks should all be remedied by the new roof.
 - b. Library Director's Evaluation:
 - i) Janice Dickerson agreed to tabulate and compile the individual input prepared by board members and will report back on the results at the July meeting.
8. New Business
 - a. Explore, Discover, Share:
 - i) Natalie Struecker reported that the library is participating in this project.
 - ii) We are doing so as a single group with the other Cass County libraries (with the exception of Massena, which decided not to participate).
 - iii) The cost is being split among the libraries.
 - b. Sharing Evanced SignUp Calendar with Parks & Recreation:
 - i) Natalie Struecker talked with Seth Staashelm of the Parks & Recreation department about the two departments sharing the online-based calendar service that the library is already using. The cost would be shared as well.

- ii) Janice Dickerson moved that the library share the Evanced calendar with the city Parks & Recreation department, pending approval of the sharing agreement by the Parks & Recreation. Dee Bebensee seconded. Motion carried unanimously.
- c. Library cards
 - i) Natalie Struecker circulated two proposals for library card vendors.
 - (a) The library is almost out of its supply of the bar code stickers it currently uses for patron accounts. One of the proposals was for 31 cents per card and the other was for 40 cents per card, both for lots of 2500 cards.
 - (b) New cards would be used for new patrons and for existing patrons when their current library card account come up for renewal.
 - (c) Dee Bebensee moved that the library select the proposal from Permacard (the 31 cents per card option). Janice Dickerson seconded. Motion carried unanimously.
 - ii) Natalie recommended that a new logo for the library be created and used as part of the design for the new library cards.
 - (a) Natalie has a contact she recommends for this sort of graphic design work and will ask this person to submit a proposal for the project.
 - (b) Natalie has another contact who offered to donate his time to design the new library card. This design would incorporate a new logo, if one is created.
- d. Adding Library Consultant to CIP projects:
 - i) George Lawson is an Iowa approved Library Consultant. If we get a grant to do so, we could contract with him to coach us through the early stages of a building project at no cost to the library. The grant is through the State Library of Iowa.
 - ii) Janice Dickerson moved that we apply for the grant to pay for a consultant for this purpose. Dee Bebensee seconded. Motion carried unanimously.
- 9. President's Report
 - a. Retiring Board members:
 - i) Sid Winchell and Mike Waters are retiring from serving on the library board. Many thanks to both of them for their service to Atlantic and to the library.
 - ii) New board members: James Northwick (Schuler School principal) to serve a new six year term, and Hans Krengel to finish the remaining two years of Sid's term.
 - b. Election for officers in July: Reminder that this will be next month. Board members are asked to be thinking about serving in this capacity.
- 10. Director's Report:
 - a. Ceiling fans installed and working well.
 - b. Perry Windows came and did window cleaning
 - c. Summer Reading programs: High participation rates so far, have needed to print extra copies of logs for adults and teens.
 - d. Flipster magazine service is now available.
 - e. Hoopla digital service will be starting through our library beginning next month.
- 11. Other Business:
 - a. Big Ideas Book Discussion: This is a repeat event because of its success earlier this year. The date is June 23 at 6:00 pm. The book to be read is *Thirteen Ways to Kill Your Community*. Board members can participate from home or at the library. Speak to Natalie if you would like to participate at the library.
- 12. Adjournment

- a. Janet Nielsen moved that the meeting adjourn. Janice Dickerson seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:32 p.m.

Respectfully submitted,

Donald McLean
Library Board Secretary