

Atlantic Public Library Board of Trustees

Monthly Meeting Agenda

Monday, December 12, 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 (Vice-President), Linn Headlee (President), Hans Krengel, Donald McLean (Secretary), Janet Nielsen, James Northwick
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Crystal Christensen
 - d. Library Staff present: Natalie Struecker (Director)
 - e. Guests: none
2. Approval of Agenda: Jim Crall moved that the agenda be approved as presented. Dee Bebensee seconded. Agenda approved unanimously.
3. Public Comment: No members of the public were present for comment.
4. Approval of minutes from November 14, 2016: Dee Bebensee moved that the minutes be approved as submitted. Janet Nielsen seconded. Motion carried unanimously.
5. Correspondence: none received.
6. Bills & Finances
 - a. The board reviewed the past month's bills and statistics.
 - b. Janice Dickerson moved that all bills be paid as presented. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business:
 - a. Closing dates for 2017
 - i) Natalie reported that the State Library conference our library will be hosting is scheduled for April 6-7, 2017. Approximately 75 librarians typically attend this event. These dates fall on a Thursday and Friday.
 - ii) Dee Bebensee moved the library be closed on April 6-7, 2017 for the State Library conference. Janice Dickerson seconded. Motion carried unanimously.
8. New Business
 - a. Preliminary Budget for FY18
 - i) The board reviewed two options for a preliminary FY18 budget.
 - (a) Option 1 includes increases for only utilities and staff salaries, and comes in at approximately \$308,000.
 - (b) Option 2 includes the increases from option 1 as well as increases for library services such as books, programming, postage, and advertising. Option 2 comes in at approximately \$313,000.
 - ii) Janice Dickerson moved that the board recommend FY18 budget option 2 to the City Council. Jim Crall seconded. Motion carried unanimously.
9. President's Report. No items to report or discuss.
10. Director's Report
 - a. Natalie updated the board on the Memorial Garden project.
 - b. Natalie reported on the results of the Friends of the Library Book Sale.

- c. Natalie shared the agenda from FEH Designs for a special brainstorming meeting on Monday 12/19 at 5:30 p.m. All board members are encouraged to attend. The meeting will be held in the community room on the first floor.

11. Other Business: none

12. Adjournment

- a. James Northwick moved that the meeting be adjourned. Hans Krengel seconded. Motion carried unanimously.
- b. Meeting adjourned at 5:47 p.m.

Respectfully submitted,

Donald McLean