

Atlantic Public Library Board of Trustees

Monthly Meeting Agenda

Monday, January 9, 2017, 5:30 pm

Library Upstairs

1. Call to Order: The meeting was called to order at 5:32 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: Misty Gray (State Library of Iowa Consultant, SW District)
2. Approval of Agenda: Janet Nielsen 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 December 12, 2016: Dee Bebensee moved that the minutes be approved as submitted. Jim Crall seconded. Motion carried unanimously.
5. Approval of minutes from December 19, 2016: James Northwick moved that the minutes be approved as submitted. Dee Bebensee seconded. Motion carried unanimously.
6. Correspondence: The board reviewed a thank you letter from the Rotary Club related to the library's participation in the Rotary's November 2016 auction
7. Bills & Finances
 - a. The board reviewed the past month's bills and statistics.
 - b. Jim Crall moved that all bills be paid as presented. Janice Dickerson seconded. Motion carried unanimously.
8. Unfinished Business:
 - a. FEH Design's notes from Kickoff Meeting: The board reviewed the detailed notes taken by FEH Design's representatives on 12/19/2016.
9. New Business
 - a. Strategic Planning with Misty Gray
 - i) The Atlantic Library's last strategic plan update was in 2012. Since these plans are written to cover five year periods, it is time for us to write a new one
 - ii) A strategic plan needs to be in place in order for an Iowa library to receive Tier 2 or Tier 3 accreditation.
 - iii) Misty Gray presented an overview of the strategic planning process and the services she and her office offer a board in developing a new strategic plan.
 - iv) Misty explained that a strategic plan should emphasize a "raising the bar" approach to library services. Avoid "continue to" goals when writing a strategic plan.
 - v) This presentation applies toward the Board training accreditation requirement.
 - vi) The board decided by consensus to host the recommended community meeting on Wednesday, February 22, with a tentative start time of 5:30 p.m. The community meeting will be held in the first floor community room at the library. The board generated a list of potential community members to invite.
 - b. Memorial Reading Garden: Natalie updated the board on the progress of the Memorial Reading Garden project.

10. President's Report: No items to report or discuss
11. Director's Report: see written report
12. Other Business
 - a. Natalie presented information about an online continuing education opportunity for board members available on Thursday, January 19.
13. Adjournment
 - a. Janice Dickerson moved that the meeting be adjourned. Hans Krengel seconded. Motion carried unanimously.
 - b. Meeting adjourned at 6:44 p.m.

Respectfully submitted,

Donald McLean