

Atlantic Public Library Board of Trustees

Monthly Meeting Agenda

Monday, July 13th, 2015, 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: Linn Headlee, Sid Winchell, Dee Bebensee, Crystal Christensen, Janice Dickerson, Janet Nielsen, Mike Waters, Jim Crall, Don McLean, Dana Halder
 - b. Library Staff present: Natalie Struecker, Julie Tjepkes, Jody Allumbaugh
2. Approval of Agenda
 - a. Mike Waters moved that we accept the agenda as proposed, Janice Dickerson seconded.
 - b. The agenda was approved unanimously.
3. Public Comment (*This is the designated time for library patrons and community members to make comments, raise issues, ask questions, etc.*)
 - a. There were no commenters present at this meeting.
4. Approval of Minutes from June 8th, 2015
 - a. Mike Waters moved that we accept the minutes as submitted, Sid Winchell seconded.
 - b. The minutes were approved unanimously.
5. Correspondence (*This is the designated time for the director and staff to share any complaints, thank you notes, compliments, etc. that have been received from library patrons and community members.*)
 - a. There was no correspondence to review this month.
6. Bills & Finances
 - a. The Board reviewed the bills as presented.
 - b. Janet Dickerson moved that we approve the bills for payment, Jim Crall seconded. The bills were approved for payment unanimously.
7. Old Business
 - a. Window Washing

- i) It was confirmed that Perry's Window Service will do the library windows at the submitted bid of \$750 per cleaning, and they would reduce the second cleaning in the same year to \$500 so long as they do not have to do the slanted roof-windows in the foyer that second time. Under this arrangement the library windows would be professionally washed twice a year, with the slanted roof-windows being cleaned only one of those two times.
 - ii) Mike Waters moved that we contract with Perry's Window Service under these terms for the library's window cleaning, Dee Bebensee seconded.
 - iii) The motion carried unanimously.
- b. Curbing
 - i) The previously discussed curbing work was completed since the last meeting.
 - ii) The suggestion was made to extend the gutter extension pipe in that area beyond the curb so that the bed filling does not get washed away by gutter run-off.
 - iii) The accompanying landscaping still needs to be done but is schedule to be done in the next few weeks.

8. New Business

- a. Open Meeting Law training
 - i) The Board recognizes that nothing discussed in open meeting is confidential.
 - ii) The Board received a PowerPoint presentation on Iowa open meeting laws.
- b. Proposed days closed for 2015
 - i) We reviewed the dates for the library to be closed that had been discussed at the beginning of the year.
 - (a) Confirmed that the library will be closed the following dates in 2015: 1/1, 5/25, 7/3, 7/4, 9/7, 11/11, 11/26, 11/27, 11/28, 12/24, and 12/25.
 - ii) There was discussion about adding December 26 to the list of closed days that was already set.
 - (a) Janice Dickerson moved that we add 12/26 to the list of days closed, Sid Winchell seconded. The motion carried unanimously

9. President's Items

- a. Officer Elections
 - i) Janet Nielsen nominated Linn Headlee to serve as president, Sid Winchell as vice-president, and Donald McLean as secretary. Dee Bebensee seconded these nominations.
 - ii) The motion carried unanimously.
- b. Employee Recognition
 - i) Last month the board selected a committee of three people to suggest a bonus for the library staff as a thank you for all the extra work they had to do in the period between directors. Lynn Headlee reported on behalf of the committee that they recommend the following bonuses be given: \$2,000 to Julie Tjepkes, and \$1,000 each to Jody Allumbaugh and Diane McFadden.
 - ii) Mike Waters moved to accept this recommendation, Dee Bebensee seconded. The motion carried unanimously.

10. Director's Report

- a. New Library website and calendar
 - i) Natalie presented information on a new website. We currently have the free version, but can upgrade to a more functional plan for as little as \$3.29 per month.
 - ii) This new site also includes a calendar and a reservation system for library room use.
 - iii) We would be able to direct the old website to the new one and thus effectively have both URLs point to our website.
 - iv) Dana Halder suggested that Natalie check with the Chamber of Commerce since they are in the middle of a website upgrade as well; there may be a possibility to piggyback on what they are doing. Natalie said she would check.
 - v) The Board agrees with Natalie preceding with this matter as she thinks best.
- b. The library received a copyright infringement notification from Mediacom informing us that someone used our Wi-Fi to download a pirated movie.
 - i) Natalie is exploring technological solutions that could prevent people from doing this sort of thing in the future.
 - ii) The board reviewed two proposals for equipment that would help with these issues. Natalie is not recommending we act now, however, so the issue was tabled.
- c. Natalie presented a custodial duties list she compiled based on the existing job description and in consultation with John Lund, City Manager. She will be reviewing this information with Rolly Parrott, the library's custodian.
- d. Natalie reviewed details related to our copier lease. We are upgrading to equipment that will be more cost-effective (from 3 cents/page to 1 cent/page) and newer.

11. Other Business

- a. Contact information was collected from the board members for Natalie and board members received a copy of her business card.

12. Adjournment

- a. Meeting adjourned at 6:21 p.m.

Respectfully submitted,
Donald McLean
(Library Board Secretary)