

## **Atlantic Public Library + Trustee Board Meeting**

**Monday, June 8, 2015 + 5:30 p.m.**

1. Call to Order: The meeting was called to order at 5:30 pm by President Linn Headlee in the upstairs meeting area of the library.
  - 1.1. Board members present: Sid Winchell, Dee Bebensee, Crystal Christensen, Janice Dickerson, Janet Nielsen, Mike Waters, Don McLean, Dana Halder
  - 1.2. Library Staff present: Jody Allumbaugh, Julie Tjepkes, Diane McFadden
2. Approval of Agenda/Minutes
  - 2.1. Motion to accept the minutes by Mike Waters, seconded by Sid Winchell. Approved.
3. Bills & Finances
  - 3.1. Julie Tjepkes presented the bills. See also 5.2.1 below for discussion related to the curbing project.
  - 3.2. Janice moved and Dee seconded that the bills be paid as presented. Approved.
4. President's Items
  - 4.1. Board Meeting Confidentiality: Reminder that discussions held in the board are confidential and should be treated with discretion.
  - 4.2. New Director Update: Natalie officially starts June 17, 2015. Welcome Natalie!
5. Director's Items
  - 5.1. Old Business
    - 5.1.1. Smoke Free Campus Signs
      - 5.1.1.1. Signs are purchased and installed. They seem to be helping communicate that the library is a smoke-free campus.
      - 5.1.1.2. There will also be an article in the Atlantic News Telegraph publicizing that the library campus is tobacco free.
    - 5.1.2. Window cleaning contractor
      - 5.1.2.1. Julie followed up with Anderson (bid received previously) to get more details.
        - 5.1.2.1.1. Their \$485 bid is their once a year price and does not include the high slanted windows in the entry way.
        - 5.1.2.1.2. If we did the windows three times a year (April, August, November), their rate would be \$355 per time.
      - 5.1.2.2. Perry Crabtree submitted a revised bid for all exterior and interior windows (including the ones Anderson would not be able to do) for \$750 per cleaning. Also suggested a second cleaning per year @ \$500 that would not include the slanted windows.
      - 5.1.2.3. Consensus – It is better to have all the windows done, which makes Anderson a less likely option since they will not do the high windows
      - 5.1.2.4. TABLED: Board asked that we follow up with Perry one more time to double check on whether we could get all windows done at the rates quoted (750+500) so that the slanted windows could be done twice a year.

## 5.2. New Business

### 5.2.1. Curbing Bid

- 5.2.1.1. PCS (Precision Concrete Services) submitted a \$2318 bid for curbing project
- 5.2.1.2. Two other local contractors were invited to submit bids, but we did not receive from them.
- 5.2.1.3. Motion: Move ahead with PCS bid now in hopes of getting the work done before the end of the 2014 fiscal year. Motion made by Sid and seconded by Dee. Motion Approved.

### 5.2.2. Magazine display racks

- 5.2.2.1. We have received feedback that some patrons do not like the new display racks. Data on magazine checkouts shows that these checkouts have indeed gone down compared to a year ago.
- 5.2.2.2. No action taken at this time, but it is something to keep an eye on.

### 5.2.3. Landscaping by alley: The timing of the Master Gardeners grant is such that we should have this work done by August. This also makes the curbing project something that should be done as soon as possible.

### 5.2.4. Summer Reading Program.

- 5.2.4.1. This year's theme is Superheroes.
- 5.2.4.2. There were 467 in attendance at the kick off event! This was a much higher turnout than last year's program.
- 5.2.4.3. The program runs through mid-July, with more events to follow between now and then.

## 5.3. Other Business

- 5.3.1. We need to appoint a committee of three board members to make a suggestion to John Lund for a thank you bonus for the library staff for all the extra work they put in for the six months with no director.
  - 5.3.1.1. Linn, Janet and Sid volunteered and will meet in the next week.
- 5.3.2. Report on a personnel issue previously discussed. Much improvement has been noted.
- 5.3.3. Question about status of roof repair/replacement. We are waiting until the new director is in place so she can write a grant proposal.

## 6. Adjournment

- 6.1. Mike Waters moved that we adjourn, Janice seconded. Approved.
- 6.2. Adjourned at 6:05 p.m.

Respectfully submitted,

Donald McLean (Acting Secretary)