

Atlantic Public Library
Agenda Monday April 13, 2015
5:30 PM Library Upstairs

1. Call to order: The meeting was called to order by President Headlee at 5:30 PM. Members present were Councilman Halder, Headlee, Winchell, Osborne, Bebensee, Christensen, McLean. Library staff members present McFadden, Allumbaugh and Tjepkes

2. Approval of Agenda and Minutes- motion to accept agenda and minutes by Dee, second by Sid, unanimously approved.

3. Bills and Finance: elevator repair was minor but cost \$534.16. Will investigate options to include on service contract to limit risks. All other bills relatively regular. Motion to accept and pay by Brad, second by Dee, unanimously approved.

4. President Items

a. Maintenance- No smoking signage was reviewed, one will be placed on each corner of the Library property and one by the sitting bench outside the south door. The tobacco free sign was chosen and the locations confirmed.

Cleaning detail was discussed. There has been a complaint about the uncleanness of the Library. It has also been noted less than one hour is spent per day cleaning. The Board reviewed the daily, weekly and monthly cleaning duties. Dana will discuss the cleaning issue with John in the near future and report back to the board.

b. Applicants for Director position- one applicant was received in late March. Applications are due May 8th. Discussion was held whether to interview prior to this date. This topic was left open.

5. Directors Items:

a. National Library Week- included in packet, with all details. Roy Marshall (author) will hold a program during the week. Programs for youth of all ages, a webpage tour and a coding program also are included.

b. Friends Book Sale- coming up April 28th through the 30th

c. Donations/grants- received a \$1700 gift from Rotary for Summer reading program. Cass County Master Gardeners are gifting \$200 (through a grant) to be used for landscaping

d. INC Cities- this item needs clarification as I was unable to follow. My apologizes.

e. NewsBank- This service is used very infrequently (23 hits in the entire month of March). The annual premium is \$1265 and due this month. Motion to not renew the subscription by Brad, second by Dee, unanimously approved.

f. Summer Hours- Julie asked to consider modifying the hours for the summer, by eliminating Wednesday evening, possibly opening earlier. Table topic until new Director in place.

g. Elevator- discussed above under Bills and Finance.

h. Window Cleaning- window will be needed in the near future. The files will be checked for options and service providers

i. Repaint Kid's Corner- water staining is present, should we re-paint now or repair the water issue first? Open topic

6. Other Business- none

7. Adjournment: Motion by Dee for adjournment second Sid, unanimously approved

Brad L. Osborne