

## **Atlantic Public Library Board of Trustees**

### **Monthly Meeting Agenda**

**Monday, October 10, 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, Crystal Christensen, Linn Headlee (President), Hans Kregel, Donald McLean (Secretary), Janet Nielsen, James Northwick
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: Janice Dickerson (Vice-President), Jim Crall
  - d. Library Staff present: Natalie Struecker (Director)
  - e. Guest: George Lawson, Library Planning consultant
2. Approval of Agenda: Dee Bebensee moved that the agenda be approved as presented. Crystal Christensen seconded. Agenda approved unanimously.
3. Public Comment: No members of the public were present for comment.
4. Approval of minutes from September 12, 2016: Dee Bebensee moved that the minutes be approved as submitted. Janet Nielsen seconded. Motion carried unanimously.
5. Correspondence: no correspondence received from the public
6. Bills & Finances
  - a. The board reviewed the past month's bills and statistics.
  - b. Janet Nielsen moved that all bills be paid as presented. Crystal Christensen seconded. Motion carried unanimously.
7. Unfinished Business: none
8. New Business
  - a. Approve bid for tree trimming of oak tree:
    - i) The board reviewed two tree trimming bids, from Top Hand Tree Service and Kautzky Tree Care. Both bids include clean-up and haul away.
    - ii) James Northwick moved that we contract with Kautzky at the \$600 submitted bid. Crystal Christensen seconded. Motion carried unanimously.
    - iii) The work will likely be done in November or December.
  - b. Approve bid for the Memorial Reading Garden project
    - i) The board reviewed the two bids that were submitted, from Corner Stone and Robinson.
    - ii) Discussion
      - (a) One of the bids is significantly higher than the other, but the lower of the two is missing some key parts of the project, most notably most of the necessary concrete work. The contractors also gave different degrees of detail, which makes it difficult to do a meaningful side-by-side comparison of their bids.
      - (b) The board asked for further details from both contractors who submitted proposals, including: the cost of more specific project items such as benches, trash cans, etc., the cost of removal of old concrete and installation of new, and more detailed itemization from both companies.
    - iii) Discussion tabled until revised proposals are available.

- c. Approve Building Committee recommendation for architect
  - i) George Lawson spoke about the process of choosing an architect for the work to be considered. He described how a “qualifications-based” selection process works, and gave an overview of the work he did with the board’s architect recommendation Building Committee. The committee’s task was to interview potential architectural firms recommended by Mr. Lawson and then identify a preferred firm and a second preferred firm to recommend to the board.
  - ii) The Building Committee recommends that we designate FEH Designs as our preferred firm. Professionals from FEH Design’s Des Moines office would do the project, and one of the co-owners of the firm would be the project manager. The committee identified OPN as the second preferred firm.
  - iii) Dee Bebensee moved that the board select FEH Designs as the preferred firm and ask them to submit a contract for our consideration. Hans Kregel seconded the motion. Motion carried unanimously.
- 9. President’s Report:
  - a. Linn noted that a few library patrons have asked her when the library might host the shred truck again. Natalie said that the next shred day event will be in April 2017 to coincide with Money Smart week.
- 10. Director’s Report
  - a. Natalie Struecker reported that she and the library staff are very pleased with the mag boxes purchased for storing magazines.
  - b. The library roof has a leak as a result of heavy rainstorms on October 4. Natalie contacted the company that did the roofing project this summer and they are going to check into it. Tony from TC Roofing assured her that he will find the source of the leak and repair it.
  - c. The new library logo is finished and ready to use. It will be used on the new library cards, which are in process, and is being used in other advertising as well.
- 11. Other Business: none
- 12. Adjournment
  - a. Dee Bebensee moved that the meeting be adjourned. James Northwick seconded. Motion carried unanimously.
  - b. Meeting adjourned at 6:18 p.m.

Respectfully submitted,

Donald McLean  
Library Board Secretary