

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

### **Monthly Meeting Agenda**

**Monday, November 14, 2016, 5:30 pm**

#### **Library Upstairs**

1. Call to Order: The meeting was called to order at 5:30 p.m. by Janice Dickerson.
  - a. Board members present: Dee Bebensee, Jim Crall, Janice Dickerson (Vice-President), Hans Kregel, Janet Nielsen
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: Donald McLean (Secretary), Linn Headlee (President), Crystal Christensen, James Northwick
  - d. Library Staff present: Natalie Struecker (Director)
  - e. Guest: Denny Sharp from FEH Designs
2. Approval of Agenda: Dee Bebensee moved that the agenda be approved as presented. Janet Nielsen seconded. Agenda approved unanimously.
3. Public Comment: No members of the public were present for comment.
4. Approval of minutes from October 10, 2016: Hans Kregel moved that the minutes be approved as submitted. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence: The board reviewed a thank you note from the Atlantic BPW chapter.
6. Bills & Finances
  - a. The board reviewed the past month's bills and statistics.
  - b. Dee Bebensee moved that all bills be paid as presented. Jim Crall seconded. Motion carried unanimously.
7. Unfinished Business:
  - a. Approve bid for the Memorial Reading Garden project.
    - i) Discussion
      - (a) Robinson Landscaping came back with a bid including concrete and outdoor furniture. The total bid came to \$63,489.22. Corner Stone Landscaping revised their bid to be more itemized. Total bid for the project is \$75,746.04.
      - (b) There are some concerns Robinson will not be responsive in a timely manner. It was discussed that this project is big enough to receive their full attention.
      - (c) Hans Kregel moved to accept the bid from Robinson Landscaping. Dee Bebensee seconded. Motion carried unanimously.
8. New Business
  - a. Approval of proposal by FEH Designs
    - i) Discussion
      - (a) Denny Sharp was present to review the proposal from FEH Designs for the renovation of the Atlantic Library. This project will take place in stages; this proposal will cover the first part of the process.
      - (b) Hans Kregel moved the proposal be accepted. Dee Bebensee seconded. Motion carried unanimously.
  - b. Closing dates for 2017

- i) Discussion
  - (a) In order to not be closed 5 days in November of 2017, Natalie spoke with John Lund about having floating holidays for the library staff, and the library being open on Friday, November 10<sup>th</sup>.
  - (b) The board also discussed the possibility of the library being closed sometime in the spring for a conference for librarians. Natalie will know actual dates by the December board meeting.
  - (c) Hans Krengel moved the closing dates be accepted as amended. Janet Nielsen seconded. Motion carried unanimously.
- c. Disposal/removal of items no longer needed
  - i) Discussion
    - (a) The items on the list to be removed are bulky furniture that is not needed anymore. Natalie will find homes for most of the furniture. The ICN equipment is outdated and breaking down. She will check on the procedure for taking the library off the ICN network.
    - (b) Dee Bebensee moved the items be donated or sold, including the ICN equipment. Jim Crall seconded. Motion carried unanimously.
- d. Annual Report for FY16
  - i) Natalie presented the Annual Report for 2015-2016. She will be presenting this to City Council on Wednesday evening.
- e. Preliminary Budget for FY18
  - i) Natalie reminded the Board members budget season is coming up.
- 9. President's Report
  - a. None to report
- 10. Director's Report
  - a. An AWE Edge machine was purchased through a Dollar General Foundation grant and part of the library budget. Julie Tjepkes was responsible for the grant.
  - b. Library staff have been moving books and furniture to make more room in the library. The magazine boxes are all now in the front of the library and large print has been moved.
  - c. ILA Report
- 11. Other Business
- 12. Adjournment
  - a. Jim Crall moved that the meeting be adjourned. Hans Krengel seconded. Motion carried unanimously.
  - b. Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Hans Krengel