

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

### **Monthly Meeting Agenda**

**Monday, July 11, 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: Jim Crall, Janice Dickerson
  - d. Library Staff present: Natalie Struecker (Director)
2. Approval of Agenda: Janet Nielsen 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 June 13, 2016: Dee Bebensee moved that the minutes be approved as submitted. Crystal Christensen seconded. Motion carried unanimously.
5. Correspondence: The board reviewed two thank you notes sent to the library.
  - a. A thank you note from Diane McFadden and her family
  - b. A thank you note from Cass Inc. for a tour they were given of the library in early July
6. Bills & Finances
  - a. The board reviewed the past month's bills and statistics.
  - b. Natalie Struecker explained that beginning this month the summary of monthly bills will have a separate section for costs related to the upcoming building project. Those items will be kept separate because they are not part of the operating library budget but are bond items from the city budget.
  - c. Dee Bebensee moved that all bills be paid as presented. Crystal Christensen seconded. Motion carried unanimously.
7. Unfinished Business:
  - a. Library Director's Evaluation:
    - i) The Board reviewed the summary of board member feedback that Janice Dickerson prepared.
    - ii) The Board affirmed the goals Natalie set in her self-evaluation for the next year.
8. New Business
  - a. Library logo proposal
    - i) Natalie presented a \$385 proposal to contract with SchuPaul Design for an updated logo for the library. Natalie is personally familiar with this company's work and recommends them.
    - ii) The Board requested a second proposal for comparison purposes. A local company called Safeguard was suggested. Natalie will check with Safeguard to see if they do logo design work and if so, whether they would like to submit a proposal.
    - iii) The SchuPaul Design proposal is tabled until the August meeting.
  - b. Contact forms for board members:
    - i) Natalie asked the board members to provide updated contact information.
    - ii) These forms should be submitted directly to Natalie.

- c. Bid for concrete added for drive-up book drop:
  - i) Natalie presented a proposal to contract with PCS for \$880 to do the concrete work that is necessary for the drive-up book drop that is on order.
  - ii) Crystal Christensen moved that we approve the proposal as presented. Dee Bebensee seconded the motion. Motion approved unanimously.
- 9. President's Report
  - a. Election of Officers
    - i) The following board members volunteered to serve as officers for the next year:
      - (a) President: Linn Headlee
      - (b) Vice-President: Janice Dickerson (via email to Linn before the meeting)
      - (c) Secretary: Donald McLean
    - ii) Hans Kregel moved that these three nominees be elected to serve as officers. Janet Nielsen seconded. Motion carried unanimously.
  - b. Building Committee
    - i) Natalie recommended that the Board appoint a building committee commissioned for at least the next year to possibly work with a library consultant and to do the initial work of hiring an architect.
    - ii) In addition to herself, Natalie would like to include another staff person, a city council member and 2-3 library board members on this committee.
    - iii) Dee Bebensee, Hans Kregel, and James Northwick volunteered to serve as board representatives, and Dana Halder volunteered to be the city council representative.
- 10. Director's Report:
  - a. See written report
- 11. Other Business:
  - a. Linn Headlee reported that Marcia Shildberg, a long-time member of the Library Board, recently passed away.
- 12. Adjournment
  - a. Dee Bebensee moved that the meeting adjourn. Donald McLean seconded. Motion carried unanimously.
  - b. Meeting adjourned at 6:03 p.m.

Respectfully submitted,

Donald McLean  
Library Board Secretary