

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, October 9, 2017, 5:30 pm
Library Upstairs**

1. Call to Order: The meeting was called to order at 5:31 p.m. by President Linn Headlee.
 - a. Board members present: Crystal Christensen, Linn Headlee (President), Donald McLean (Secretary), Janet Nielsen, James Northwick, Greg Williams
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Dee Bebensee, Janice Dickerson (Vice-President), Gene Fischer
 - d. Library Staff present: Diane McFadden (Acting Director), Julie Tjepkes
 - e. Guests: none
2. Approval of Agenda: Crystal Christensen moved that the agenda be approved as amended, to include a President's Report. James Northwick seconded. Agenda approved unanimously.
3. Public Comment: none present
4. Approval of minutes from September 11, 2017:
 - a. James Northwick moved that the minutes be approved as submitted. Crystal Christensen seconded. Motion carried unanimously.
5. Correspondence: no correspondence was received by the library board
6. Bills & Finances
 - a. Diane McFadden reviewed the bills and finances from the last month with the board.
 - b. Linn Headlee moved that all bills be paid as presented. Janet Nielsen seconded. Motion carried unanimously.
7. Unfinished Business:
 - a. Fence Planters: The unused fence planters from the Memorial Reading Garden project are in the process of being sold to staff as approved at the September 11, 2017 board meeting.
 - b. Symposium dates approval: Crystal Christensen moved that the State Library of Iowa/Southwest District's Spring Symposium be held at the Atlantic Public Library on April 26-27, 2018. Greg Williams seconded. Motion carried unanimously.
8. New Business
 - a. Janitorial issue
 - i) Rollie Parrott is no longer employed by the city effective immediately, and therefore will no longer be cleaning the library.
 - ii) The plan at this point is that the city will be looking to contract with a private person or firm for this work instead of hiring a new city employee.
 - iii) There is no designated person to clean the library until a new person is hired. The advisement from the city is that library staff should clean as best they can during this intermediate period.
 - iv) The board discussed the limitations of this suggestion given that the library is a high-traffic/high-use facility, and library staff are already working the maximum hours they can work because we are currently without a director.
 - b. Reading Garden Policy/Speak-up complaint
 - i) Diane explained a potential issue with the plan to lock the outdoor Reading Garden gate during the winter months.
 - (a) The north entrance leads out into the Reading Garden, and this entrance functions as an emergency exit in case of fire or other emergency. If the gate is locked, patrons could be locked inside the Reading Garden.

- (b) Diane has sought input from the Fire Marshall on this issue. If he advises that the gate must be able to open, the next step is to contact the company that installed the gate to see if it could be modified to open outward instead of inward, and have an emergency push-bar exit type closure installed.
 - ii) It was also note that there was an anonymous complaint in the *Atlantic News Telegraph's* Speak-up feature recently that expressed displeasure that the Reading Garden is locked when the library is closed.
 - (a) The board revisited the rationale for the decision to lock the gate when the library is closed, which included the possibility of vandalism and the need to secure the area as a matter of public safety.
 - (b) Diane will draft options for a policy that explains the library's policy about when the gate is locked and present these to the board at a future meeting. *Tabled.*
 - c. Director's position postings and update
 - i) None of the candidates who were interviewed in the first round of interviews worked out, so the position is being reposted.
 - ii) The position is posted on the free-to-post Iowa library sites, and has now also been posted on ALA, with funding approval from the City Council.
 - iii) October 25 is the next review date. However, the board is using a rolling interview process, and so the search committee may interview applicants that come in before that date.
9. President's Report: None to report.
10. Director's Report: See written report submitted by Interim Director Diane McFadden.
- a. Diane will be attending a City Department Heads meeting to represent the library this week for initial city budget meetings.
 - b. Diane asked if the library staff could designate a workday on which the library is closed to patrons, so that staff could focus on professional development and library-related projects.
 - i) Crystal Christensen moved that Wednesday, October 18 be designated a Professional Development Day for library staff, with staff reporting for work but the library closed to patrons. Greg Williams seconded. Motion carried unanimously.
 - ii) This Work Day will be communicated to the public through notices in the newspaper, radio, library door sign, etc.
 - c. Diane reported that dedicated bricks in the Memorial Reading Garden can be engraved for \$40 each by a portable engraver who serves our area, regardless of the brick size or inscription length. This leaves open the option of future fundraising drives that could offer an engraved brick donation for a specific project.
11. Other Business:
- a. The Board discussed tabling the gathering of bids for the exterior landscaping work on the north side of the building that was discussed in September. Janet Nielsen so moved, and Crystal Christensen seconded. Motion carried unanimously. *Issue Table.*
12. Adjournment
- a. Crystal Christensen moved that the meeting be adjourned. Donald McLean seconded. Motion carried unanimously.
 - b. Meeting adjourned at 6:14 p.m.

Respectfully submitted,

Donald McLean