

Atlantic Public Library Board of Trustees

Monthly Meeting Agenda

Monday, March 13, 2017, 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, Janice Dickerson (Vice-President), Linn Headlee (President), Hans Krengel, Donald McLean (Secretary), Janet Nielsen, James Northwick
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Jim Crall
 - d. Library Staff present: Natalie Struecker (Director)
 - e. Guests: Vicki Brown, Treasurer of the Friends of the Library
2. Approval of Agenda: Hans Krengel 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 February 13, 2017: Janet Nielsen moved that the minutes be approved as submitted. James Northwick seconded. Motion carried unanimously.
5. Correspondence: The board members enjoyed a colorful thank you note sent to the library by the 4-5 year old class at Wickman Child Development Center.
6. Bills & Finances
 - a. The board reviewed the past month's bills and statistics.
 - b. Crystal Christensen moved that all bills be paid as presented. James Northwick seconded. Motion carried unanimously.
7. Unfinished Business: none
8. New Business:
 - a. Strategic Plan Service Response & focus:
 - i) The Board reviewed the results of the strategic plan community meeting held on February 22, including the SWOT analysis and the ranked list of Public Library Service Responses created at the meeting.
 - ii) The board selected Service Responses #5 (Create Young Readers: Emergent Literacy), #10 (Learn to Read and Write: Adult and Family Literacy), and #13 (Satisfy Curiosity: Lifelong Learning) for inclusion in the new Strategic Plan.
 - iii) Dee Bebensee moved that Service Responses #5, #10 and #13 be included in the Strategic Plan, and that the library staff select a fourth Service Response area as they see fit. Crystal Christensen seconded. Motion carried unanimously.
 - b. Electronic Access Policy change regarding guest pass time limits:
 - i) The board reviewed a proposed change to the library's EAP that would reduce the per day guest pass time limit by half, to 90 minutes.
 - ii) Hans Krengel moved that the proposed change be accepted. Dee Bebensee seconded. Motion carried unanimously.
 - c. Tablecloth bids:
 - i) The board reviewed various display tablecloth options to be used when library staff set up promotional displays at community events. Options reviewed included a \$295 table throw, and two standard tablecloth options priced at \$170 and \$225.

- ii) Donald McLean moved that Trust & Agency funds be used to purchase the 6 foot outdoor fitted throw for \$295. James Northwick seconded. Motion carried unanimously.
- 9. President's Report: No items to report or discuss.
- 10. Director's Report: see written report
 - a. The Southwest Library Symposium will be held at our library on April 6-7.
 - i) The library will be closed those days to host the symposium though there will be an educational presentation on Sherlock Holmes on 4/7 that is open to the public.
 - ii) Natalie and Julie will be among those making presentations during the symposium.
 - b. Elevator: The Board discussed the recent failure to pass our elevator inspection so soon after the vendor who does our elevator service had serviced the elevator. The question was raised whether the vendor should return to make the required repairs at his own cost. Natalie is working with the company on this issue.
- 11. Other Business
 - a. Board training opportunities: Natalie reviewed the upcoming board training opportunities presented in this month's board packet.
 - i) The training sessions are offered through a videoconferencing platform on the last Thursday of the month.
 - ii) Board members can attend the training at the library in person, or watch them online at another location in real time, or in an archived format at our own convenience.
 - iii) The Board's January 9, 2017 strategic planning meeting with Misty Gray counts as board training time. In addition, each board member is encouraged to consider attending 1 or 2 of these sessions since the training is required for the library to keep its accreditation from the State Library.
- 12. Adjournment
 - a. Janet Nielsen moved that the meeting be adjourned. James Northwick seconded. Motion carried unanimously.
 - b. Meeting adjourned at 6:28 p.m.

Respectfully submitted,

Donald McLean