

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, July 10, 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, Janice Dickerson (Vice-President), Gene Fischer, Linn Headlee (President), Donald McLean (Secretary), Janet Nielsen, James Northwick, Greg Williams
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Crystal Christensen
 - d. Library Staff present: Natalie Struecker (Director)
 - e. Guests: Dave Jones (Atlantic City Mayor)
2. Approval of Agenda: Janice Dickerson moved that the agenda be approved as amended to include the introduction and swearing in of new board members. Janet Nielsen seconded. Agenda approved unanimously.
3. Introduction of New Board Members: Greg Williams and Gene Fischer were introduced and sworn in by Mayor Jones, and James Northwick and Donald McLean were formally sworn in as well.
4. Public Comment: none present
5. Approval of minutes from June 19, 2017:
 - a. James Northwick moved that the minutes be approved as submitted. Dee Bebensee seconded. Motion carried unanimously.
6. Correspondence: none received this month
7. Bills & Finances
 - a. Natalie Struecker reviewed the bills and finances from the last month with the board.
 - b. Dee Bebensee moved that all bills be paid as presented. Janet Nielsen seconded. Motion carried unanimously.
8. Unfinished Business: none this month
9. New Business:
 - a. Approve transfer of funds from the Trust & Agency fund to the Capital Improvement Projects fund – donations for Garden items
 - i) Janice Dickerson moved that \$985 be transferred from the Trust & Agency fund to the Capital Improvement Projects fund. Dee Bebensee seconded. Motion carried unanimously.
 - b. Approve bid for front/east door replacement
 - i) The board reviewed a bid from A-United Automatic Doors & Glass for \$5,147.50 to remove the existing east entrance door and replace it with a new one as described in the submitted bid. Doors Inc. had also been invited to submit a bid, but did not do so. The target installation date for the A-United bid is sometime in August.
 - ii) Dee Bebensee moved that the board approve the bid submitted by A-United. Janet Nielsen seconded. Motion carried unanimously.
 - c. Approve bid for security camera upgrades
 - i) Natalie Struecker reviewed the details of a \$9,958.00 bid from Frontier Technology LLC and described the planned coverage areas of the cameras. Natalie noted that Waste Water Management and the Atlantic Police Department have used this company for their security camera needs and have been very happy with them. Camera locations to be used for this installation take into consideration the possible library remodeling project and could also be relocated at a later time.

- ii) This project also includes required electrical work to be done by Brown Electric in the amount of \$820.
 - iii) Dee Bebensee moved that the board approve the camera upgrade bid from Frontier Technology and the electrical bids from Brown Electric, with funds to be taken from the Capital Improvement Projects fund. Janice Dickerson seconded. Motion carried unanimously.
 - iv) The board decided to request an updated bid for network switch devices since the bid we have for this work is out of date.
- d. Director's Resignation:
- i) The board reviewed Natalie Struecker's letter of resignation. Natalie has accepted a position with the Cedar Rapids Public Library.
 - ii) Gene Fischer moved that the board accept the resignation of Natalie Struecker as Library Director, effective August 1, 2017. Dee Bebensee seconded. Motion carried unanimously.
- e. Approve job posting and timeline:
- i) The board reviewed a draft for a Library Director job posting prepared by Natalie.
 - ii) The board discussed the merits of making a Master's degree a preferred criteria rather than a requirement for our Director's position, and increasing the amount of required experience.
 - iii) James Northwick moved that the job posting and job description for the Atlantic Public Library Director be changed to state that a Master's degree is "preferred" rather than "required" and that the number of years of experience in a public library be increased from three to five, with two of those years being in a managerial capacity. Dee Bebensee seconded. Motion carried unanimously.
 - iv) The board accepted by consensus Natalie's suggested timeline, in which August 7th is the posted date for the first review of resumes.
- f. Approve Interim Director:
- i) Natalie Struecker recommended that Diane McFadden be appointed to serve as Interim Director until a new Library Director is hired, that her hours be increased to Full Time, and that her pay-rate be increased to \$18.00 per hour. When a new Director is in place, Diane will return to her current hours and current pay-rate.
 - ii) Janice Dickerson moved that Diane McFadden be appointed as Interim Library Director for 40 hours per week at \$18.00 per hour, effective as of August 2, 2017 and lasting until a new Director is in place. Dee Bebensee seconded. Motion carried unanimously.
10. President's Report
- a. Establishing a Nominating Committee for the Library Director position:
 - i) Greg Williams, Dee Bebensee and James Northwick volunteered to serve with Linn Headlee as a nominating committee on behalf of the board.
 - ii) The Nominating Committee will meet at the Library on August 7 at 5:00 pm to review the first batch of resumes and applications.
11. Director's Report: See written report.
12. Other Business: none.
13. Adjournment
- a. Janice Dickerson moved that the meeting be adjourned. Dee Bebensee seconded. Motion carried unanimously.
 - b. Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Donald McLean