

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, August 14, 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
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Crystal Christensen, Greg Williams
 - d. Library Staff present: Diane McFadden (Acting Director)
 - e. Guests: Nathan Robinson, Robinson Landscaping & Design
2. Approval of Agenda: Janet Nielsen moved that the agenda be approved. James Northwick seconded. Agenda approved unanimously.
3. Public Comment: none present
4. Approval of minutes from July 10, 2017:
 - a. Janice Dickerson moved that the minutes be approved as submitted. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence: Linn Headlee presented a letter the library received informing the board of a \$100.00 donation in honor of Laura Olsen.
6. Bills & Finances
 - a. Diane McFadden reviewed the bills and finances from the last month with the board.
 - b. Dee Bebensee moved that all bills be paid as presented. Janice Dickerson seconded. Motion carried unanimously.
7. Unfinished Business:
 - a. Garden Grand Opening
 - i) The Grand Opening for the Memorial Garden has been rescheduled for Saturday, August 26, 2017 from 10:00 am to noon.
 - ii) Staff will order cookies and bars from the hospital's catering service for refreshments. There is extra bottled water left from the summer reading program, and this will be made available. A ribbon cutting will be arranged for 10:00 am. Mayor Dave Jones and the Atlantic News Telegraph will be invited. Former Director Natalie Struecker is planning to be in attendance, and will be invited to be part of the ribbon cutting along with other library and city officials.
8. New Business:
 - a. Approve Maynard Custom Solutions bid for switches for new security cameras
 - i) The board reviewed an updated bid from Maynard Custom Solutions for upgraded network switches and necessary accessories. The bid received is \$2,159.28.
 - ii) Dee Bebensee moved that we accept the bid as presented, and James Northwick seconded. Motion carried unanimously.
 - b. Nathan Robinson presentation regarding the Memorial Garden
 - i) Nathan presented the final bill for the project. The final total comes within a few dollars of the original approved bid. Nathan explained that there were some savings on parts of the project that came under budget, but a few other parts that required extra funds.
 - ii) Nathan presented options for garden maintenance going forward. For example, the mulch will hold for approximately two seasons and then should be redone, and the sealant on the pavers should be reapplied every five years. Nathan will submit a bid for doing the maintenance.

- iii) Nathan explained that the paver sealant and locking sand are vulnerable to the effects of salt in the winter, and so it is recommended the garden be closed to the public and not used during the winter months.
9. President's Report
- a. Discuss applicants for Director position
 - i) Linn reported that we have received seven applications for the Director's position.
 - ii) The board discussed how many applicants to interview in a first interview round, and agreed that the search committee will narrow the field to 3-4 applicants to interview. The committee will also check references as part of this initial assessment.
 - iii) The committee will conduct video interviews with the 3-4 applicants they select. They will then further narrow the field to two applicants, who will be invited to an in-person second interview with the full board.
 - iv) The board members agreed that a special meeting may be necessary before the next scheduled board meeting in September to conduct the second-round interviews. Any additional meeting(s) will be arranged by email.
10. Director's Report: See written report submitted by Diane.
11. Other Business:
- a. The board asked Nathan Robinson to submit a bid for landscaping work on the north side of the building. There are some bushes and hostas that are encroaching on the exterior air conditioning units, and the HVAC contractor recommended we have them removed to protect the units.
 - b. Diane explained that the board packet included a first draft developed by the architect the board is working with as part of assessing a potential library remodel in the next few years. This is informational only, since the project is on hold until a new Director is hired.
12. Adjournment
- a. Janice Dickerson moved that the meeting be adjourned. James Northwick seconded. Motion carried unanimously.
 - b. Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Donald McLean