

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, September 11, 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), Gene Fischer, Linn Headlee (President), Donald McLean (Secretary), James Northwick, Greg Williams
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Janet Nielsen
 - d. Library Staff present: Diane McFadden (Acting Director)
 - e. Guests: Nathan Robinson, Robinson Landscaping & Design
2. Approval of Agenda: James Northwick moved that the agenda be approved. Crystal Christensen seconded. Agenda approved unanimously.
3. Public Comment: none present
4. Approval of minutes from August 14, 2017:
 - a. Dee Bebensee moved that the minutes be approved as submitted. Janice Dickerson seconded. Motion carried unanimously.
5. Correspondence: no correspondence received by the library board
6. Bills & Finances
 - a. Diane McFadden reviewed the bills and finances from the last month with the board.
 - b. Janice Dickerson moved that all bills be paid as presented. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business:
 - a. Rain gutters status
 - i) The Board discussed the need to upgrade the existing gutters and downspouts. Because of timing issues, it was decided to table this item until next spring.
 - ii) Nathan Robinson will apply a previously discussed temporary solution that should be sufficient for the upcoming winter months.
 - b. Fence planters
 - i) Double-sided Planters
 - (a) Former Director Natalie Struecker purchased some double-sided planters for the Memorial Garden fence that do not work because of the way they are designed, and so there is no need or use for the planters by the library.
 - (b) Gene Fischer moved that the extra double-sided planters that cannot be used in the Memorial Garden be made available to the library staff to purchase at the same cost the library paid for them, with the funds to be paid back into the fund from which they were purchased. Dee Bebensee seconded. Motion carried unanimously.
 - ii) Single-sided Planters
 - (a) Dee Bebensee moved that the price for sponsoring a single-sided planter be changed from \$250 per planter to \$125 per planter. Crystal Christensen seconded. Motion carried unanimously.
 - (b) Since one planter was previously sponsored at the original \$250 cost, a second planter will be dedicated in this person's name.
 - iii) The board discussed the possibility of recording the names and contact information for people who continue to ask about sponsoring planters, paving bricks, and so on. It may be helpful in

the future to offer periodic open sponsorship opportunities as part of a fundraiser or other special program. It was noted that doing so would require the services of a portable engraver so that the paving bricks do not have to be removed.

8. New Business:
 - a. Misty Gray (State Library of Iowa ~ Southwest District) has requested that we host the Spring Symposium again in 2018.
 - i) The most likely dates at this point would be April 5-6, 2018 or April 26-27, 2018.
 - ii) The Board expressed support for hosting the symposium, and agreed that a motion will be made next month when the date is finalized.
 - b. Bid for north side of building
 - i) Nathan Robinson verbally submitted a \$1500 estimate to do the needed work on the north side of the building. This estimate includes labor, removal, liner, and 4 tons of rock. A written bid will be sent to Diane McFadden. Decision tabled until October.
 - c. Nathan estimated that it would cost \$600 (labor + mulch) for his company to do Memorial Garden maintenance in spring 2018. Decision tabled until October.
9. President's Report
 - a. Discuss applicants for Director's position
 - i) Linn Headlee reported that the Search Committee conducted a video interview with the applicant they identified as their first choice. The interview went very well, and the committee has invited the applicant to Atlantic for an in-person interview and is now waiting to hear whether she accepts this invitation.
 - ii) Linn is also contacting two other applicants who submitted for the position to determine if they are still interested.
10. Director's Report: See written report submitted by Diane McFadden.
11. Other Business:
 - a. Greg Williams reported on an inquiry he received from the owner of a local glass company regarding the installation of new doors on the east side of the building as part of the Memorial Garden project. The Board reviewed the City Council's regulations for how bids for different size projects are received and selected, and determined that correct procedures were followed.
 - b. There was brief discussion of the topics covered at the County-Wide Board Training presentation on Sunday, September 10.
 - i) Discussion included the possibility of sharing resources like video equipment and household goods, and the pros and cons of the different subscription databases that are available.
 - ii) Janice Dickerson, Gene Fischer, Don McLean and Greg Williams attended the training, and each recorded two hours of board training for certification purposes.
12. Adjournment
 - a. Gene Fischer moved that the meeting be adjourned. James Northwick seconded. Motion carried unanimously.
 - b. Meeting adjourned at 6:43 p.m.

Respectfully submitted,

Donald McLean