

**Atlantic Public Library Board of Trustees**  
**Monthly Meeting Agenda**  
**Monday, October 14, 2019, 5:30 pm**  
**Library – First Floor Meeting Room**

1. Call to Order: The meeting was called to order at 5:30 p.m. by Vice-President Janet Nielsen.
  - a. Board members present: Vicki Brown, Crystal Christensen, Mark Johnson, Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Greg Williams
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: Dee Beensee, Janice Dickerson (President)
  - d. Library Staff present: Michelle Andersen, Library Director
  - e. Guests: John Lund, City Administrator
2. Approval of Agenda:
  - a. Vicki Brown moved that the agenda be approved as presented. Crystal Christensen seconded. Agenda approved unanimously.
3. Public Comment: none
4. Approval of minutes from September 9, 2019
  - a. Vicki Brown moved that the minutes be approved as submitted. James Northwick seconded. Motion carried unanimously.
5. Correspondence:
  - a. None received this month.
6. Bills & Finances
  - a. Michelle Andersen reviewed the bills and finances from the last month with the Board.
  - b. Crystal Christensen moved that all bills be paid as presented. James Northwick seconded. Motion carried unanimously.
7. Unfinished Business
  - a. None
8. New Business
  - a. Construction bids
    - i) Michelle reviewed the bid received in the second round of bidding. Only one bid was received in the second round, from United Construction, the same contractor that submitted a bid in the first round. United Construction is based in Atlantic.
    - ii) The Board reviewed the financials related to the cost of the work and a revised plan for funding the project from existing available funds.
    - iii) The Board discussed the possibility of including two project add-ons – renovating the meeting room and kitchen (cost = \$15,700), and the inclusion of the Maker Space (cost = \$4,500). The consensus emerged that the Maker Space is a higher priority than the Meeting Room, and that the Meeting Room could be renovated later as a stand-alone project.
    - iv) James Northwick moved that the Board approve the current bid received from United Construction and that the Maker Space be added to the project, with the understanding that Michelle will confirm with FEH Designs that the contract costs cannot exceed the bid amount by more than a reasonable amount under the terms of the contract. Crystal Christensen seconded the motion. Motion carried unanimously.

- b. Youth Services Librarian job description
  - i) The Board discussed the *Qualifications* portion of the YSL job description.
    - (a) The current job description states that the qualifications for the position include “a bachelor’s or four year college degree with courses/experience work in library science or childhood development.”
    - (b) The board agreed that this description is vague and unclear.
    - (c) Vicki Brown moved that the qualifications portion of the YSL job description be changed as follows: “A bachelor’s degree in library science or education/child development OR a minimum of 4 years equivalent work experience. Must have a valid Iowa driver’s license and have a basic knowledge of technology. State Library Certification must be received within 3 years of hire and must be maintained.” Mark Johnson seconded the motion. Motion carried unanimously.
  - ii) The Board discussed the *Compensation* portion of the YSL job description.
    - (a) The Job Description currently states that salary begins at \$14.00 per hour.
    - (b) The Board reviewed data that shows that the average salary for children’s librarians for libraries our size (E size libraries) is \$16.91.
    - (c) Vicki Brown moved that the YSL Job Description state instead that “Salary begins at \$16.00 per hour.” Crystal Christensen seconded the motion. Motion carried by a vote of 6-0 with one abstention (Greg Williams).
- c. Dollhouse donation request
  - i) Michelle reported that the granddaughter of a long-time Atlantic resident named Gwyn Kluever approached the Library about receiving the donation of an intricate, hand-made dollhouse that Gwyn Kluever built over many years. At one point in the 1980s, the dollhouse was valued at approximately \$40,000.
  - ii) The Board discussed how amazing the dollhouse is, its suitability for display in a state or even national museum, and the logistics of accepting responsibility for displaying and protecting such an item.
  - iii) The consensus of the Board was that the Library is open to receiving the dollhouse in the future if a more suitable home cannot be found for it, but that we are not able to accept it now due to the upcoming renovation project.

9. President’s Report

- a. None to report.

10. Director’s Report

- a. See written report included in Board Packet for more information.
- b. The Library received a \$3000 Cass County Community Foundation Grant. Many thanks to the Foundation for this grant.
- c. State Library courier service will start in November and pick up for our Library will be on Fridays. This service will help alleviate costs for Interlibrary Loans and other services.

11. Other Business

- a. John Lund talked with the Board about the possibility of adjusting the Library Director position’s salary in the next fiscal year. The recent trend in libraries our size in Iowa has been that Director’s salaries have been rising. John would like to propose an increase in

our Director's salary in FY2021 to come in line with this trend. The Board members expressed agreement with this line of thinking.

- b. Summary of information from Cass County Library Trustee training on Sept. 15.
  - i) No Trustees were able to attend this training with Michelle. There were some helpful items discussed at the training which Michelle plans to share with the Trustees at a future Board meeting.
- c. Summary of book discussion webinar from Sept. 19
  - i) Mark Johnson and Don McLean were able to attend the State Library book discussion webinar of *13 Ways to Kill Your Community*.
- d. Preferences for training
  - i) Board members expressed that it would be helpful if we could dedicate a portion of some of our regular meetings to Board training rather than trying to make trainings that are scheduled at other times.
  - ii) It was also noted that we are willing to watch pre-recorded trainings when available.

## 12. Adjournment

- a. Crystal Christensen moved that the meeting be adjourned. Greg Williams seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:49 p.m.

Respectfully submitted,  
Donald McLean