

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, September 13, 2021, 5:30 pm
Library Meeting Room (downstairs)

1. Call to Order: The meeting was called to order at 5:30 p.m. by Janet Nielsen (President)
 - a. Board members present: Buffy Barrs, Vicki Brown, Janice Dickerson, Donald McLean (Secretary), Janet Nielsen (President), James Northwick, Becky Osborne, Greg Williams
 - b. City Council Liaison present: Richard Casady
 - c. Board members absent: Adam Skog
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: Amanda McCall
2. Approval of Agenda:
 - a. Vicki Brown moved that the agenda be approved as distributed. Janice Dickerson seconded the motion. Agenda approved unanimously.
 - b. Public Comment: Michelle introduced Amanda McCall for later presentation. Amanda works with Zion Integrated Behavioral Health Services in Atlantic.
3. Approval of minutes from August 9, 2021
 - a. Becky Osborne moved that the minutes from the August 9, 2021 meeting be approved as submitted. Janice Dickerson seconded. Motion carried unanimously.
4. Correspondence:
 - a. None received
5. Bills & Finances
 - a. Bills
 - i) Michelle reviewed the bills from the past month, including an additional bill in line 6310 for \$105.12 from Brown Electric (repair non-functioning ballast). This addition brings the total for line 6310 to \$2943.58
 - ii) James Northwick moved that all bill be paid as presented. Vicki Brown seconded. Motion carried unanimously.
 - b. Request endowment funds from Omaha Community Foundation
 - i) Vicki Brown moved that the Library request the disbursement of those endowment funds eligible for release from the Omaha Community Foundation in this calendar year, with the funds to be deposited in the Gifts Accounts. Buffy Barrs seconded. Motion carried unanimously.
6. Unfinished Business
 - a. Notary service
 - i) There are 235 notaries available in Atlantic, including several city officials.
 - ii) An unofficial survey of state libraries showed that at approximately 30 Iowa libraries, out of more than 400, do have a notary on site.
 - iii) The Board decided to not pursue this option at this time.
7. New Business
 - a. Naloxone (NARCAN) presentation from Amanda McCall with Zion Integrated Behavioral Health Services
 - i) Amanda McCall made a presentation to the Board about it why it would be beneficial to have Naloxone available in our public library, followed by a Q&A time.

- ii) The Board discussed whether to obtain a NARCAN dose to be kept at the Library in case an accidental overdose were to occur on the premises.
 - (a) The dose would be free and obtained directly from the manufacturer.
 - (b) Amanda is available to train Library staff in proper administration.
 - iii) Janice Dickerson moved that NARCAN be added to the Library's first aid kit. Becky Osborne seconded the motion. Motion carried unanimously.
8. President's Report
- a. The Board reviewed the Director evaluation results. Twelve total responses received. Results were all positive.
9. Director's Report
- a. Michelle reviewed highlights from her written report.
 - b. Michelle presented some new options for computer tables since the Iowa Prison Industries is no longer an option. Michelle will do further research and possibly send around options via email.
 - c. The NNLM Public Library Collaboration grant was awarded (total of \$18,042) and will be used for tablet station previously discussed, resources for each library in Cass County, and four mental-health related public programs.
 - d. We will proceed with Rocket Language in the next few weeks.
 - e. Library Staff have ordered shirts with the Library logo. The Board discussed how much should be Library expense and how much is personal expense as well as the desirability of requiring a staff uniform. Discussion was tabled to the next meeting.
10. Other Business: none
11. Adjournment
- a. Vicki Brown moved that the meeting be adjourned. Greg Williams seconded. Motion to adjourn carried unanimously.
 - b. Meeting adjourned at 6:33 p.m.

Respectfully submitted,

Donald McLean
Trustee Board Secretary