

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, October 11, 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), Becky Osborne, Adam Skog, Greg Williams
 - b. City Council Liaison present: Richard Casady
 - c. Board members absent: James Northwick
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: Ken Moorman, Friends of the Library; Sarah Nelson, Xi Beta Phi Sorority
2. Approval of Agenda:
 - a. Vicki Brown moved that the agenda be approved as distributed. Becky Osborne seconded the motion. Agenda approved unanimously.
3. Public Comment:
 - a. Ken Moorman, long time resident of Atlantic and President of the Friends of the Library, introduced himself and presented an overview of the activities of the Friends group, with special emphasis on the upcoming book sale.
 - b. Sarah Nelson informed the Board that the Atlantic chapter of the Xi Beta Phi Sorority has selected the Dolly Parton Imagination Library as the beneficiary of this year's Holiday Greens fundraising project.
4. Approval of minutes from September 13, 2021
 - a. Janice Dickerson moved that the minutes from the September 13, 2021 meeting be approved as submitted. Buffy Barrs seconded. Motion carried unanimously.
5. Correspondence:
 - a. None received
6. Bills & Finances
 - a. Michelle reviewed the bills from the past month, including three additional invoices that were received since the Board packet was distributed: Perry Window Service (line 6310), Micro-marketing (line 6773), and Coast-to-Coast (Gifts Account).
 - b. Adam Skog moved that all bills be paid as presented, with the three additional invoices included. Greg Williams seconded. Motion carried unanimously.
7. Unfinished Business:
 - a. None.
8. New Business
 - a. Review Personnel Policy (staff dress code)
 - i) The Board reviewed three options for a clothing reimbursement stipend for staff purchasing clothing with the Library logo.
 - ii) Adam Skog moved that the Board adopt option 3, that each staff person receive a \$50 clothing allowance for Library-branded, work-related clothing, with the understanding that any amount above \$50 will be the staff person's responsibility. Janice Dickerson seconded. Motion carried unanimously.

- b. Create strategic plan committee and select areas of focus
 - i) The Board reviewed feedback from the strategic priorities community focus groups that recently met to discuss strategic priorities for the Library.
 - ii) The Board discussed the creation of a Strategic Planning Committee commissioned to identify top priorities and to propose a strategic plan for achieving these priorities.
 - (a) The committee will be composed of 2 Library Board members, 3-4 members of the community, and 2 Library staff members.
 - (b) Michelle will pick the members of this committee.
 - iii) Vicki Brown moved that a Strategic Planning Committee be created to assess the Library's strategic priorities for the future, with results to be reported at the January 2022 Board meeting. Janice Dickerson seconded. Motion carried unanimously.
- 9. President's Report: none.
- 10. Director's Report
 - a. Michelle reviewed highlights from her written report.
 - b. See submitted written report for more information.
- 11. Other Business: none
- 12. Adjournment
 - a. Vicki Brown moved that the meeting be adjourned. Becky Osborne seconded. Motion to adjourn carried unanimously.
 - b. Meeting adjourned at 6:38 p.m.

Respectfully submitted,

Donald McLean
Trustee Board Secretary