

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Monday, November 8, 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: Vicki Brown, Janice Dickerson, Donald McLean (Secretary), Janet Nielsen (President), James Northwick, Becky Osborne, Adam Skog, Greg Williams
  - b. City Council Liaison present: Richard Casady
  - c. Board members absent: Buffy Barrs
  - d. Library Staff present: Michelle Andersen (Library Director)
  - e. Guests: None
2. Approval of Agenda:
  - a. Vicki Brown moved that the agenda be approved as distributed. Greg Williams seconded the motion. Agenda approved unanimously.
3. Public Comment: None
4. Approval of minutes from October 11, 2021
  - a. Vicki Brown moved that the minutes from the October 11, 2021 meeting be approved as submitted. Greg Williams seconded. Motion carried unanimously.
5. Correspondence:
  - a. Michelle reported that the Library received confirmation from the Omaha Community Foundation that we have received the total amount available to grant in 2021.
  - b. The Board passed around a thank you note from the Library staff for the \$50 per person clothing allowance approved at last month's meeting.
6. Bills & Finances
  - a. Michelle reviewed the bills from the past month.
  - b. Michelle noted that reimbursable NNLM Grant purchases are being taken from the Gifts account so that these amounts are not shown as general expenses.
  - c. James Northwick moved that all bills be paid as presented. Adam Skog seconded. Motion carried unanimously.
7. Unfinished Business: None
8. New Business
  - a. Safety Policy (new)
    - i) The Board reviewed the proposed Safety Policy distributed in the meeting packet.
    - ii) Adam Skog moved that the Board adopt the proposed Safety Policy, with the addition of CPR with AED training to Red Cross first aid training. Janice Dickerson seconded. Motion carried unanimously.
9. President's Report: None.
10. Director's Report
  - a. Michelle reviewed highlights from her written report.
  - b. Michelle thanked Councilman Casady on behalf of the board for his service on the City Council as the Library Liaison.
  - c. See submitted written report for more information.
11. Other Business:

- a. Strategic plan committee update: The committee has been selected and will be meeting this Wednesday for the first time.
- b. State library digital resources update: Michelle reported that the State Library has significantly scaled back the digital reference resources being made available through the State Library to local Iowa libraries. Michelle is exploring alternative options, including purchasing access to databases on our own and the possibility of organizing a consortium of libraries to purchase together.

12. Adjournment

- a. Vicki Brown moved that the meeting be adjourned. Becky Osborne seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:09 p.m.

Respectfully submitted,

Donald McLean  
Trustee Board Secretary