

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, December 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: Vicki Brown, Janice Dickerson, Donald McLean (Secretary), Janet Nielsen (President), James Northwick, Greg Williams
 - b. City Council Liaison present: Richard Casady
 - c. Board members absent: Buffy Barrs, Becky Osborne, Adam Skog
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: None
2. Approval of Agenda:
 - a. Janice Dickerson 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 November 8, 2021
 - a. James Northwick moved that the minutes from the November 8, 2021 meeting be approved as submitted. Vicki Brown seconded. Motion carried unanimously.
5. Correspondence:
 - a. Michelle Andersen passed around an invitation from the City Council to attend an open house in honor of outgoing Mayor David Jones on Wednesday 12/15 at 7:00 pm.
6. Bills & Finances
 - a. Michelle Andersen reviewed the bills from the past month.
 - b. James Northwick moved that all bills be paid as presented, with the addition of three invoices received since the Board packets were distributed. Janice Dickerson seconded. Motion carried unanimously.
7. Unfinished Business: None
8. New Business: None
9. President's Report: None
10. Director's Report
 - a. Grant updates: Michelle gave an update on the status of grants, including the NNLM Grant expenses and the need to file for an extension for the Spring 2021 Cass County Community Foundation Grant.
 - b. CCLA updates:

- i) The Cass County Library Association's next Trivia Night will be April 1, 2022 at a location in Atlantic to be determined.
- ii) A virtual training for Trustee Board members is being planned for March 2022.
- c. See submitted written report for more information.

11. Other Business: None

12. Adjournment

- a. Janice Dickerson moved that the meeting be adjourned. James Northwick seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Donald McLean
Trustee Board Secretary