

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Tuesday, February 15, 2022, 5:30 pm
Library Meeting Room (downstairs)

1. Call to Order: The meeting was called to order at 5:31 p.m. by Vicki Brown (Vice-President)
 - a. Board members present: Buffy Barrs, Vicki Brown (Vice-President), Donald McLean (Secretary), Becky Osborne, Adam Skog, Greg Williams
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Janice Dickerson, Janet Nielsen (President), James Northwick
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: None
2. Approval of Agenda:
 - a. Buffy Barrs moved that the agenda be approved as distributed. Becky Osborne seconded the motion. Agenda approved unanimously.
3. Public Comment: None
4. Approval of minutes from January 10, 2022
 - a. Adam Skog moved that the minutes from the January 10, 2022 meeting be approved as submitted. Buffy Barrs seconded. Motion carried unanimously.
5. Correspondence:
 - a. Confirmation was received from the Omaha Community Foundation of last year's disbursement, as well as a preliminary notification that \$8084 will be available for disbursement this year.
 - b. The *Des Moines Register* informed the Library that the Saturday edition will no longer be available in print form, though an electronic version will still be published.
6. Bills & Finances
 - a. Michelle Andersen reviewed the bills from the past month.
 - b. Adam Skog moved all bills be paid as presented, with the addition of \$622.04 for the *Des Moines Register* subscription. Becky Osborne seconded. Motion carried unanimously.
7. Unfinished Business:
 - a. FY23 Budget
 - i) The Board revisited the budget options discussed in January.
 - ii) Adam Skog moved that the Board approve Budget Proposal A. Greg Williams seconded. Motion carried unanimously.
 - b. Circulation Policy
 - i) The Board reviewed two items being considered for a revised Circulation Policy:
 - (a) Non-resident fee: The Board discussed the merits of charging versus not charging the \$40 non-resident fee currently included in the policy.
 - (b) Addition of details for other formats such as games, kits, etc.: The Board considered the suggestion that book-based kits be checked out for 4-6 weeks and activity-based kits/games be available for 1 week.
 - ii) Greg Williams moved that revisions to the Circulation Policy be tabled pending further information. Adam Skog seconded. Motion carried unanimously.
8. New Business:
 - a. Meeting Room: request for regular use

- i) The Library has recently received requests from outside groups to reserve the Meeting Room a year in advance for twice-a-month and once-a-month meetings.
 - ii) The Board discussed the merits of making an exception to the existing policy which limits reservations to no more than three months in advance.
 - iii) The consensus was to follow the policy and offer groups the option of a “rolling schedule” approach in which each month they schedule the third month in advance if it is not being used for Library functions or events.
9. President’s Report: None
10. Director’s Report
- a. See Michelle’s submitted written report for details and information.
 - b. The Atlantic Chamber Ambassadors will be at the Library on Thursday, February 24 at 10:00 a.m. Board members are invited to attend.
11. Other Business:
- a. County trustee training (on Zoom) March 17, 6-8 pm.
 - i) The focus will be library standards in Iowa. Trustees can attend at the Library or from home via the Zoom link to be distributed in advance.
 - ii) All Trustees should plan to watch the training. A recording will be available afterwards for those not able to attend on March 17.
 - b. Digital Library Resources: Michelle took the Board through an online overview of some of the resources available through the Digital Library offerings on the Library’s website, including how to use Bridges, Hoopla, and TumbleBooks.
12. Adjournment
- a. Becky Osborne moved that the meeting be adjourned. Greg Williams seconded. Motion to adjourn carried unanimously.
 - b. Meeting adjourned at 6:27 p.m.

Respectfully submitted,

Donald McLean
Trustee Board Secretary