

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, March 14, 2022, 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 (Vice-President), Janice Dickerson, Donald McLean (Secretary), Janet Nielsen (President), James Northwick, Becky Osborne, Greg Williams
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Adam Skog
 - 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. Becky Osborne seconded the motion. Agenda approved unanimously.
3. Public Comment: None
4. Approval of minutes from February 15, 2022
 - a. Vicki Brown moved that the minutes from the February 15, 2022 meeting be approved as submitted. Becky Osborne seconded. Motion carried unanimously.
5. Correspondence:
 - a. The Library received a letter from Biblionix stating that they are planning a fee increase in 2023 of 5-10%. This will be the first Biblionix increase since circa 2007.
 - b. The Library received an email informing us that we were not selected for a Cass County Community Foundation grant toward the costs of DVD trays.
6. Bills & Finances
 - a. Michelle Andersen reviewed the bills from the past month.
 - b. James Northwick moved all bills be paid as presented. Janice Dickerson seconded. Motion carried unanimously.
7. Unfinished Business:
 - a. Circulation Policy
 - i) Brayton will be contracting with Exira for Library services, and so Brayton residents will now have access to the Atlantic Library through Open Access rules.
 - ii) James Northwick moved that the Circulation Policy be amended to include the Loaning Period information for book club kits and activity kits from the draft presented in the Board Packet, and that the non-resident fee requirement in the policy remain as written. Janice Dickerson seconded. Motion carried unanimously.
8. New Business:
 - a. Contracting Cities for FY23
 - i) James Northwick moved that contracting library invitation letters be sent to Marne and Wiota. Greg Williams seconded. Motion carried unanimously.
9. President's Report: None
10. Director's Report
 - a. See Michelle's submitted written report for details and information.

- b. Board members are encouraged to wear a “Connect with Your Library” pin, particularly during National Library week April 4-11.

11. Other Business:

- a. Review of possible Library-specific communication services:
 - i) Michelle walked the Board through the options presented in the Board packet, including OrangeBoy Savannah, Patron Point, and myLibro.
 - ii) The Board discussed the pros and cons of using one of these services, with particular attention on the targeted-email functions of OrangeBoy Savannah.
 - iii) Consideration of using the OrangeBoy Savannah service will be on next month’s agenda as new business.
- b. County trustee training (on Zoom) March 17, 6-8 pm.
 - i) A Zoom link will be sent out in advance of the training. Trustees can attend the meeting in person or via Zoom.
 - ii) A substitute reading assignment will be available for anyone that is not able to make the meeting in person or online.
- c. Trustees with terms expiring in June: Dickerson, Northwick, and Williams
 - i) Please let Michelle know if interested in serving another term
- d. Digital Learn Resources
 - i) Michele reviewed the Digital Learn Resources available through our Library’s website, as well as some updates to the online Library calendar.

12. Adjournment

- a. Greg Williams moved that the meeting be adjourned. Buffy Barrs seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:31 p.m.

Respectfully submitted,

Donald McLean
Trustee Board Secretary