

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, April 11, 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, Adam Skog, Greg Williams
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Becky Osborne
 - 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. Janice Dickerson seconded the motion. Agenda approved unanimously.
3. Public Comment: None
4. Approval of minutes from March 14, 2022
 - a. James Northwick moved that the minutes from the March 14, 2022 meeting be approved as submitted. Buffy Barrs seconded. Motion carried unanimously.
5. Correspondence:
 - a. None received
6. Bills & Finances
 - a. Michelle Andersen reviewed the bills from the past month. In addition to those included in the Board packet, an adjustment to the Shred Solutions invoice in the Gifts fund needs to be made, from \$600 to \$604 to cover an additional fuel charge.
 - b. Adam Skog moved that all bills be paid as presented, with the addition of the Shred Solutions adjustment. James Northwick seconded. Motion carried unanimously.
7. Unfinished Business: None
8. New Business:
 - a. Contract with OrangeBoy Savannah.
 - i) The Board considered using the OrangeBoy Savannah intelligent library management suite to enhance communication about Library services to community members.
 - ii) Adam Skog moved that the Library contract with OrangeBoy's Savannah intelligent library management suite product for 3 years. 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. The Shred Day program on April 9 was a success. Over 1,100 items were donated to the Atlantic Food Pantry as well as an additional \$700 for the Food Pantry.
 - c. The Cass County Libraries Association Trivia Night fundraiser raised \$757 for the Dolly Parton Imagination Library program.
11. Other Business:
 - a. Change agenda order for future meetings

- i) Michelle reported on a recent workshop she attended on the topic of governance, and offered suggestions for a reordering of the monthly standing agenda that might flow better and more closely align with Robert's Rules of Order.
 - ii) Board members were generally favorable to changing the standing agenda, and asked Michelle to draft a proposal for consideration.
 - b. Library trustee interest application
 - i) The three Board members whose terms are expiring are asked to please let Michelle know if they are interested in serving another term.
 - c. State library standards and accreditation process.
 - i) The Board reviewed the CCLA training session with Misty Gray, the State Library's Southwest Iowa Regional Consultant, that was held on March 17.
 - ii) Four members of the Board attended the training, and the other Trustees were asked to read through the accreditation standards on the State Library website.
12. Adjournment
- a. Vicki Brown moved that the meeting be adjourned. Adam Skog seconded. Motion to adjourn carried unanimously.
 - b. Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Donald McLean
Trustee Board Secretary