

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, May 9, 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: Vicki Brown (Vice-President), Janice Dickerson, Janet Nielsen (President), James Northwick, Becky Osborne, Adam Skog, Greg Williams
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Buffy Barrs, Donald McLean
 - 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 April 11, 2022
 - a. **Janice Dickerson** moved that the minutes from the April 11, 2022 meeting be approved as submitted. **Vicki Brown** seconded. Motion carried unanimously.
5. Correspondence:
 - a. One update in the mail today about the endowment fund. We lost about \$10,000 in the account, but funding available for 2022 is \$8,084.
6. Bills & Finances
 - a. Michelle Andersen reviewed the bills from the past month. In addition to those in the board packet, the Maynard Custom Solutions bill was lowered to \$248.00.
 - b. **Adam Skog** moved that all bills be paid as presented. **Greg Williams** seconded. Motion carried unanimously.
7. Unfinished Business: None
8. New Business:
 - a. Standing approval for credit card purchases
 - i) The Library Board considered adding a standing approval for the following categories to the “Approved Items for the City to Purchase”:
 - (a) Programming Supplies
 - (b) Prizes
 - (c) Advertising and Promotions
 - (d) Continuing Education Expenses
 - ii) Adam Skog moved that we add this to the “Approved Items for the City to Purchase” list. Janice Seconded, approved unanimously
 - b. Grow Another Row produce stand
 - i) The board was asked to allow a Grow Another Row produce stand outside the library.
 - ii) Greg Williams moves that we allow the Grow Another Row stand on the library property. Adam Skog seconded. Motion carried unanimously.
 - c. Proposed amendment to by-laws
 - i) The Library board considered the proposed change in the agenda order.
 - ii) This will be on unfinished business at the June board meeting.

9. President's Report: None

10. Director's Report

- a. See Michelle's submitted written report for details and information.
- b. Michelle shared the public library summer reading program calendar.
- c. Michelle reported that the library had 17 people attend the first OATS event. Another one is scheduled May 19.
- d. The Board talked about the elevator quote that was received from Schindler Elevator Company. The board would also like to ask for multiple bids on the elevator when time comes to replace the elevator.

11. Other Business:

- a. Review Digital Research services
 - i) Michelle reviewed with the board the digital research website.
- b. Greg Williams referred to the budget and asked if we had extra if we should consider adding a camera to cover the corner of the building not covered. Michelle will get an estimate from the same contractor who put in the current security camera system.

12. Adjournment

- a. **Janice Dickerson** moved that the meeting be adjourned. **Becky Osborne** seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at **6:28** p.m.

Respectfully submitted,

James Northwick
Trustee, Acting Board Secretary