

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, July 11, 2022, 5:30 pm
Library Upstairs

1. Call to Order: The meeting was called to order at 5:30 p.m. by Vicki Brown (President)
 - a. Board members present: Greg Williams(Vice-President), Janice Dickerson, Vicki Brown (President), James Northwick, Becky Osborne, Adam Skog, Janet Nielsen, Buffy Barrs,
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Donald McLean
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: None
2. Public Comment: None
3. Minutes from June 13, 2022 were approved as distributed.
4. Bills & Finances
 - a. Michelle Andersen reviewed the bills from the past month.
 - i) Add Cappels bill for \$37.56 to line 6516 for a total of \$57.55
 - ii) Add Atlantic Rotary for \$95 to line 6210 for a total of \$322.99
 - b. Janet Nielsen moved that all bills be paid as amended. Adam Skog seconded. Motion carried unanimously.
5. Reports
 - a. President's Report: None
 - b. Director's Report
 - i) See Michelle's submitted written report for details and information.
 - ii) Discussion about Healthy Cass County meeting about serving local Pacific Islander population
 - iii) Other items mentioned:
 - (a) Omaha World Herald adding monthly fuel surcharge June through September. If the costs continue to increase we may want to review if we continue to get both the Omaha World Heard and the Des Moines Register.
 - (b) Cintas floor mats haven't been lying flat on the floor. Board indicated this is a safety issue and the director will look into upgrading or switching mat service.
 - (c) The library has the choice to use the city hall's metered mail service instead of purchasing stamps. The board feels the daily cost savings on postage is not enough to change staff workflows but leaves final discretion to the director.
6. Policy Review/Adoption
 - a. Electronic Access Review
 - i) Additions were made for the library owned tablets and selling flash drives
 - ii) Tablet check out time was established at a 3 hour maximum

- iii) E-Rate statement will be added at the top between the policy statement and disclaimer.
 - iv) Buffy Barrs moved that proposed policy changes above are made. Janice Dickerson seconded. Motion carried unanimously.
- b. Strategic Plan 2022-27 Review
- i) The Director updated the board on work that is currently happening to address goals set for 2022-2023
7. Unfinished Business:
8. New Business:
9. Other Business
- a. FY21 Stats from state library were reviewed and discussed
 - b. FY22 WhoFi stats were reviewed and discussed
10. Adjournment
- a. Meeting adjourned at 6:33 p.m.

Respectfully submitted,

James Northwick
Trustee Board Secretary