

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, February 13, 2023, 5:30 pm
Library

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), Becky Osborne, David Schwab, Donald McLean, Vicki Brown (President), James Northwick, Janice Dickerson,
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Janet Nielsen, Buffy Barrs
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: None

 2. Public Comment: None

 3. Minutes from the January 9, 2023 and January 17, 2023 meetings were approved as distributed.

 4. Bills & Finances
 - a. Michelle Andersen reviewed the bills from the past month. She would like to add a bill to Staples for office supplies \$165.23, building and grounds supplies \$40.67, and copy paper for \$108.93.
 - b. Donald McLean moved that all bills be paid (as amended). David Schwab seconded. Motion carried unanimously.

 5. Reports
 - a. President's Report: Vicki attended the legislative coffee on February 4th.
 - b. Director's Report:
 - i.Michelle reported that we have 4 applications for the open position and shared Jake's resignation letter with the board.
 - ii.She also shared with us what we have paid Schindler for repairs since 2018.
 - iii.She reviewed other items on her written report.
 - iv.March 7th ILA Lobby Day in Des Moines

 6. Policy Review/Adoption
 - a. Personnel Policy
 - i.Janice Dickerson moved to approve the policy striking the salary descriptions at the end of the position summaries. Greg Williams seconded, approved unanimously.
- Unfinished Business:
- a. FY24 Budget
 - i. Becky Osborne moved that we approve the budget that was discussed at our January 9th library meeting without the salary lines. Donald McLean seconded the motion, motion passed unanimously.

8. New Business:
 - a. Reviewed ADA Checklist for accreditation

9. Other Business
 - a. Conversation Club vs. ESL Classes
 - i. Discussed keeping gathering as it is now, supporting their learning of English. Michelle will be designing a survey to determine if there is enough interest for Iowa Western to offer ESL classes in Atlantic.
 - b. American Heart Association Program Grant
 - . We discussed different options that Michelle presented and suggested moving forward with the application for home blood pressure cuffs to check out from the library.
 - c. Discussion of Trustee Handbook, chapter 5
 - . moved to the March meeting

10. Adjournment
 - a. Meeting adjourned at 6:49PM.

Respectfully submitted,

James Northwick
Trustee Board Secretary