

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, April 10, 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, Janet Nielsen, Buffy Barrs
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Janice Dickerson
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: None
2. Public Comment: None
3. Minutes from the March 13, 2023 meeting were approved as distributed.
4. Bills & Finances
 - a. Michelle Andersen reviewed the bills from the past month.
 - b. Mrs. Andersen asked to add Robinson's Landscaping estimate for reading garden clean up for \$235.00 as the invoice should come soon.
 - c. Janet Nielsen moved that all bills be paid as amended. Greg Williams seconded. Motion carried unanimously.
5. Reports
 - a. President's Report: None
 - b. Director's Report
 - i) Mrs. Andersen highlighted a few parts of the written report
6. Policy Review/Adoption
 - a. Bulletin Boards and Exhibits Policy reviewed; no change
7. Unfinished Business:
 - a. Public Services Clerk Job description reviewed.
 - b. Donald McLean moved that both clerk positions be listed as regular part time. Becky Osborne seconded. Motion carried unanimously.
8. New Business:
 - a. Cass County Genealogical Society request to install additional lights in the genealogy office.
 - b. Buffy Barrs moved to approve the request; David Schwab seconded. Motion carried unanimously.
9. Other Business

- a. Timeline on building updates
 - i) Mrs. Andersen reviewed a timeline for facility improvements. The elevator project can start after July 1 and she is looking at August to start the bidding process for flooring and painting upstairs.
- b. Discussion of Trustee Handbook, chapter 6 about how and why policies are developed.

10. Adjournment

- a. Meeting adjourned at 6:20PM.

Respectfully submitted,

James Northwick
Trustee Board Secretary