

**Atlantic Public Library Board of Trustees**  
**Monthly Meeting Agenda**  
**Monday, November 13, 2017, 5:30 pm**  
**Library Upstairs**

1. Call to Order: The meeting was called to order at 5:30 p.m. by President Linn Headlee.
  - a. Board members present: Dee Bebensee, Crystal Christensen, Janice Dickerson (Vice-President), Gene Fischer, Linn Headlee (President), Donald McLean (Secretary), Janet Nielsen, Greg Williams
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: James Northwick
  - d. Library Staff present: Diane McFadden (Acting Director), Julie Tjepkes
  - e. Guests: none
2. Approval of Agenda: Dee Bebensee moved that the agenda be approved as amended, to include a President's Report. Crystal Christensen seconded. Agenda approved unanimously.
3. Public Comment: none present
4. Approval of minutes from October 9, 2017:
  - a. The minutes for 10/9/2017 need to be amended to show that Janet Nielsen seconded the motion to pay the bills rather than Dee Bebensee as recorded by mistake in the minutes.
  - b. Crystal Christensen moved that the minutes be approved as amended. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence: no correspondence was received by the library board
6. Bills & Finances
  - a. Diane McFadden reviewed the bills and finances from the last month with the board.
  - b. Janice Dickerson moved that all bills be paid as presented. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business:
  - a. Janitorial issue: Melissa Johnson was hired for the position through the city, and starts on Monday, November 20. The contract currently under consideration calls for her to spend 3 hours per day at the library.
  - b. Reading Garden Policy:
    - i) Janet Nielsen motioned that the Garden be designated as a Reading Garden rather than Memorial Reading Garden. Crystal Christensen seconded. Motion carried unanimously.
    - ii) Dee Bebensee moved that the Reading Garden Policy be approved as presented. Greg Williams seconded. Motion carried unanimously.
  - c. Director Search: Linn reported that the search committee conducted four interviews via video conference on Thursday 11/9. They ruled out one of the four people they interviewed, and have set up second interviews for the three remaining on 11/13 and 11/14.
8. New Business
  - a. Electrical contractors: The library board discussed criteria for the selection of local electricians for routine electrical work at the library.
  - b. MCS bid for 2018: Diane presented a copy of the bid from Maynard Custom Solutions for 2018's computer network services. The bid is for \$3,365.00. The board will vote on the bid at the December meeting.
9. President's Report: None to report.
10. Director's Report: See written report submitted by Interim Director Diane McFadden.

- a. Per Mar explanation: The fire alarm system provided by Per Mar needed a new communicator device, which has now been replaced.
- b. Annual Survey: The annual survey is completed.
- c. Budget FY 2019: Diane is working with city officials on the budget.
- d. Mediacom copyright infringement complaint: Diane presented details about a letter the library received from Mediacom about someone using library Wi-Fi to illegally download a movie. This person's IP address has now been blocked.

11. Other Business: none

12. Adjournment

- a. Janet Nielsen moved that the meeting be adjourned. Janice Dickerson seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Donald McLean