

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Monday, February 12, 2018, 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, Janice Dickerson (Vice-President), Gene Fischer, Linn Headlee (President), Donald McLean (Secretary), Janet Nielsen, James Northwick
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: Crystal Christensen, Greg Williams
  - d. Library Staff present: Michelle Andersen (Director)
  - e. Guests: none
2. Approval of Agenda:
  - a. Janet Nielsen moved that the agenda be approved as presented. Dee Bebensee seconded. Agenda approved unanimously.
3. Public Comment:
  - a. No members of the public were present for comment
4. Approval of minutes from January 8, 2018
  - a. Dee Bebensee moved that the minutes be approved as submitted. Janet Nielsen seconded. Motion carried unanimously.
5. Correspondence
  - a. Michelle Andersen presented a statement from the Omaha Community Foundation stating that the library has \$6,358.00 available to grant, from a total asset balance of \$158,744.39.
6. Bills & Finances
  - a. Michelle Andersen reviewed the bills and finances from the last month with the board.
  - b. Janice Dickerson moved that all bills be paid as presented. Gene Fischer seconded. Motion carried unanimously.
7. Unfinished Business
  - a. FY19 Budget:
    - i) Michelle Andersen outlined the differences between FY19 Budget A and FY19 Budget B as presented in this month's board packet.
    - ii) Gene Fischer moved that the board recommend FY19 Budget B in the amount of \$304,725 to the City Council. Dee Bebensee seconded. Motion carried unanimously.
8. New Business
  - a. Garden door counter proposals
    - i) Michelle Andersen laid out three options for an in/out door counter for the door leading to the Reading Garden on the east side of the building.
    - ii) The three options included a proposal from IDT Electronics of \$319.01 (dual mount with lithium batteries), a proposal from We Count People of \$215 (single side mount with standard batteries), or a product called Door Traffic Counter for \$92.45 available at Amazon.com. All three are self-install options and will not require professional installation.
    - iii) Michelle recommends the cost be taken from the Building & Grounds account # 6310.
    - iv) Dee Bebensee moved that the Library purchase the We Count People device for \$215, and Gene Fischer seconded the motion. Motion carried unanimously.
  - b. Schindler elevator contract upgrade
    - i) Michelle Andersen explained that Schindler is now offering a wireless monitoring option.
    - ii) This option has an up-front cost of \$700-1000 for the equipment, with an additional monthly fee of between \$10-50 depending on the level of monitoring selected.

- iii) The board discussed the costs of maintaining the elevator, its expected serviceable life, the potential costs of replacement, and the services and exclusions of the current contract.
  - iv) Janice Dickerson moved that the decision be tabled until next month so board members can read over the terms of the contract, which Michelle will forward via email. Donald McLean seconded. Motion to table carried unanimously.
9. President's Report
- a. Linn Headlee had no items to report
10. Director's Report
- a. See written report submitted by Director Michelle Andersen.
  - b. The board discussed the pros and cons of applying for and using E-rate funds available through the Universal Service Administrative Company (USAC).
    - i) These funds would be used toward network and communication services costs for the library.
    - ii) Michelle will research conditions related to filtering and other requirements, and will initiate an application for E-rate funds in case the board decides to pursue further.
  - c. Michelle highlighted that the water fountains are beginning to show wear and rust damage, and should be replaced in the near future.
  - d. Michelle reported that the library's Freegal music subscription has increased from three hours to five hours per day per patron at the same cost paid last year.
11. Other Business
- a. Renovation discussion
    - i) The board discussed the need to make adjustments to the conceptual plan for the renovation project that was drafted in 2016. Adjustments discussed focused more on structural improvements than the earlier plan did. Such improvements would include lighting upgrades and other energy-related improvements, and would steer away from making physical changes to the existing floor-plan.
    - ii) Michelle will contact the architects with whom the project is under way to discuss a reconsideration of the conceptual plan.
  - b. The board briefly discussed the possibility of the Library exterior being lit up as part of the City's December light display
    - i) It was affirmed by consensus that the board is in favor of being part of the holiday lighting.
    - ii) It is thought that the necessary strings of lights are already on the building and simply need to be checked and activated.
12. Adjournment
- a. Gene Fischer moved that the meeting be adjourned. Janice Nielsen seconded. Motion carried unanimously.
  - b. Meeting adjourned at 6:42 p.m.

Respectfully submitted,

Donald McLean