

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Monday, March 12, 2018, 5:30 pm  
Library Upstairs**

1. Call to Order: The meeting was called to order at 5:31 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), James Northwick, Greg Williams
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: Janet Nielsen
  - d. Library Staff present: Michelle Andersen (Director)
  - e. Guests: none
2. Approval of Agenda:
  - a. Dee Bebensee moved that the agenda be approved as presented. Crystal Christensen seconded. Agenda approved unanimously.
3. Public Comment:
  - a. No members of the public were present for comment.
4. Approval of minutes from February 12, 2018
  - a. Gene Fischer moved that the minutes be approved as submitted. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence
  - a. No correspondence was received.
6. Bills & Finances
  - a. Michelle Andersen reviewed the bills and finances from the last month with the board.
  - b. Dee Bebensee moved that all bills be paid as presented. Crystal Christensen seconded. Motion carried unanimously.
7. Unfinished Business
  - a. Schindler elevator contract upgrade:
    - i) Michelle reviewed the details of the wireless monitoring contract upgrade that was discussed at the February 2018 Board meeting.
    - ii) The Board discussed the merits of the current contract and of the potential upgrade, as well as concerns about the timeliness of service under the current contract.
    - iii) Michelle will contact Schindler about the Board's concerns about timeliness of service.
    - iv) The Board tabled the upgrade decision until the timeliness issue is resolved.
8. New Business
  - a. North side landscape bids
    - i) The Board reviewed the two local bids that were received for the landscaping on the north side of the building:
      - (a) Robinson Landscaping = \$1459.60
      - (b) Creative Landscaping = \$865.00
    - ii) Gene Fischer moved that the Board accept the bid from Creative Landscaping, and Greg Williams seconded. Motion carried with 6 (Christensen, Dickerson, Fischer, Headlee, Northwick, Williams) voting in favor, 1 (Bebensee) voting against, and 1 (McLean) recusal.
  - b. Spring cleanup for Reading Garden
    - i) The Board received one local bid for \$508.00 from Robinson Landscaping for spring maintenance on the Memorial Garden.

- ii) Janice Dickerson moved that the Board accept the bid from Robinson Landscaping, and Dee Bebensee seconded. Motion carried unanimously.
  - c. Outdoor trash can for Reading Garden
    - i) Michelle presented several prices for heavy-duty outdoor trash cans for the Reading Garden. Prices were in the \$500 to \$800 range per unit.
    - ii) The suggestion was made to check with the Parks and Rec director as to ask whether his department still has any of the surplus trash cans available that were purchased at discount from the state DOT last year. Michelle will check. Tabled until next month.
  - d. Contracting cities for FY19
    - i) Michelle reviewed the conditions and prices of the annual contracting cities agreement.
    - ii) James Northwick moved that the letters and invoices be sent out as presented. Greg Williams seconded. Motion carried unanimously.
  - e. Vox books proposal
    - i) Michelle presented the details of an audio-enabled book product produced by Vox. Vox offers a starter set bundle that includes 55 titles for \$2107.25. This starter bundle would let the library test the product with our patrons in an affordable way.
    - ii) Janice Dickerson moved that the Board approve the \$2107.25 purchase of the Vox audio enabled books starter set bundle. Crystal Christensen seconded. Motion carried unanimously.
- 9. President's Report
  - a. Linn informed the board that she will be completing her term at the end of June, and will not accept another appointment to serve on the Library Board.
  - b. Gene Fischer and Janet Nielsen's terms are also expiring. Janet is willing to be reappointed. Gene has decided not to accept another appointment.
  - c. Election of officers for FY19 will take place at the June 2018 meeting, including the election of a new Board President.
- 10. Director's Report
  - a. See written report submitted by Director Michelle Andersen.
  - b. Greg Williams asked about how Board training sessions that Board members do on their own time are to be recorded. Michelle answered that Board members should send any details and certificates from such trainings to her directly so she can log the time as Board Training.
- 11. Other Business
  - a. Michelle informed the board that a quote has been received for computer servers from Maynard Custom Solutions. The quote for three servers is \$7750. This quote will be discussed at a future Board meeting.
  - b. The Shredder service truck will be at the Library on Saturday, April 7. This service is courtesy of a donation from the Friends of the Library.
- 12. Adjournment
  - a. Greg moved that the meeting be adjourned. Crystal Christensen seconded. Motion carried unanimously.
  - b. Meeting adjourned at 6:46 p.m.

Respectfully submitted,

Donald McLean