

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, April 9, 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, Gene Fischer, Linn Headlee (President), Donald McLean (Secretary), Janet Nielsen, James Northwick, Greg Williams
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Crystal Christensen, Janice Dickerson (Vice-President)
 - d. Library Staff present: Michelle Andersen (Director)
 - e. Guests: none
2. Approval of Agenda:
 - a. James Northwick moved that the agenda be approved as presented. Gene Fischer seconded. Agenda approved unanimously.
3. Public Comment:
 - a. No members of the public were present for comment.
4. Approval of minutes from March 12, 2018
 - a. Dee Bebensee moved that the minutes be approved as submitted. Janet Nielsen 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, with the addition of the \$440 invoice from the April 7th Shred Day event, to bring the Trust and Agency total for the month to \$1,145.42. James Northwick seconded. Motion carried unanimously.
7. Unfinished Business
 - a. Schindler elevator contract upgrade:
 - i) The Board revisited the possibility of upgrading our service contract to include the *Schindler Ahead* monitoring service.
 - ii) Dee Bebensee moved that the library not upgrade the contract to include *Schindler Ahead*, and investigate other options instead. Greg Williams seconded. Motion carried unanimously.
8. New Business
 - a. Replacement of three computer servers
 - i) Michelle presented a bid of \$7,750 for three servers from Maynard Custom Solutions. The funds are available in the budget and will be taken from the Equipment Maintenance line.
 - ii) James Northwick moved that the Library accept the bid to replace three computer servers with Maynard Custom Solutions. Dee Bebensee seconded. Motion carried unanimously.
9. President's Report
 - a. No items to report.
10. Director's Report
 - a. See written report submitted by Director Michelle Andersen.
11. Other Business
 - a. Carpet cleaning: Michelle shared a quote for carpet cleaning for the Library from Service Master for \$2,370 (if done during regular business hours) or \$3,002 (if the work is done during off-business hours such as evenings or weekends).

- i) The Board discussed the possibility of closing the Library for 1-2 days to obtain the lower quote, but agreed that it would be preferable not to do so.
 - ii) The names of other potential vendors were suggested. Michelle will explore further options.
- b. Light Bulbs: Michelle reported that a lighting ballast recently needed to be replaced in the stacks area on the upper floor.
 - i) The ballast was replaced with a more energy efficient LED compatible ballast for only a slightly higher cost.
 - ii) Board members agreed that it may be worth considering replacing all the ballasts with LED compatible ballasts at some point in the future.

12. Adjournment

- a. Dee Bebensee moved that the meeting be adjourned. Janet Nielsen seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:05 p.m.

Respectfully submitted,

Donald McLean