

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, June 11, 2018, 5:30 pm
Library Upstairs.**

1. Call to Order: The meeting was called to order at 5:28 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: Vicki Brown (Trustee appointee taking office July 1)
2. Approval of Agenda:
 - a. Dee Bebensee moved that the agenda be approved as presented. James Northwick seconded. Agenda approved unanimously.
3. Public Comment:
 - a. No members of the public were present for comment.
4. Approval of minutes from May 14, 2018
 - a. Janet Nielsen 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. Janice Dickerson moved that all bills be paid as presented, with the addition of \$250 from Trust & Agency for a Summer Reading Program event in June featuring a magician. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business: none
8. New Business
 - a. Approve hours and holidays for FY2018-19
 - i) Michelle Andersen presented an updated list of Library Hours and Holidays to align with the new fiscal year. James Northwick moved that the FY19 Hours and Holidays schedule be approved as presented. Janice Dickerson seconded. Motion carried unanimously.
 - ii) Dee Bebensee moved that the FY19 Regular Board Meetings schedule be amended to move the November Board meeting from the scheduled Monday, November 12 to Tuesday, November 13 due to the official observance of Veterans' Day on November 12. Janice Dickerson seconded. Motion carried unanimously.
 - b. Trustees appointed for July 1, 2018 – June 30, 2024:
 - i) Vicki Brown, Mark Johnson and Janet Nielsen have been appointed by the City Council to serve six year terms that begin on July 1, 2018. Thanks to all three, and welcome to Mark and Vicki who are new to the Board.
 - ii) Gene Fischer and Linn Headlee are finishing terms and leaving the Board. Many thanks to Gene and Linn for their service.
 - c. Elect officers for FY2018-19
 - i) The Board discussed nominees for elected board offices for FY19:
 - (a) President: Janice Dickerson agreed to be nominated to serve as Board President.
 - (b) Vice-President: Janet Nielsen agreed to be nominated to serve as Vice-President.
 - (c) Secretary: Donald Mclean agreed to be nominated to serve as Board Secretary.

- ii) Dee Bebensee moved that the slate of officers be approved as presented. James Northwick seconded. Motion carried unanimously.
- 9. President's Report
 - a. Library Director evaluation
 - i) Board members submitted individual feedback in advance on Michelle Andersen's first six months with the Library, via SurveyMonkey.
 - ii) Board members agreed that Michelle is doing a great job and warmly endorse her performance as the Atlantic Public Library Director.
- 10. Director's Report
 - a. See written report submitted by Director Michelle Andersen for highlights.
 - b. Michelle reported that since submitting her written report, she was notified that she has been approved for state certification, and is now simply waiting for the official verification papers.
- 11. Other Business
 - a. Cass County Library Trustees meeting in August or September
 - i) Michelle informed Board members that there will hopefully be a county-wide Board Members training opportunity in August or September. Board members are strongly encouraged to plan on attending
 - ii) Details and schedule are forthcoming, but the format will likely include two hours on a Sunday afternoon or evening.
- 12. Adjournment
 - a. Dee Bebensee moved that the meeting be adjourned. Gene Fischer seconded. Motion carried unanimously.
 - b. Meeting adjourned at 5:58 p.m.

Respectfully submitted,

Donald McLean