

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, July 9, 2018, 5:30 pm
Library Upstairs.

1. Call to Order: The meeting was called to order at 5:25 p.m. by President Janice Dickerson.
 - a. Board members present: Dee Bebensee, Vicki Brown, Crystal Christensen, Janice Dickerson (President), Mark Johnson, Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Greg Williams
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: none
 - d. Library Staff present: Michelle Andersen (Director)
 - e. Guests: Mayor Dave Jones
2. Approval of Agenda:
 - a. Dee Bebensee moved that the agenda be approved as presented. Janet Nielsen seconded. Agenda approved unanimously.
3. Public Comment:
 - a. No members of the public were present for comment.
4. Approval of minutes from June 11, 2018
 - a. Dee Bebensee moved that the minutes be approved as submitted. James Northwick 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. In addition to the bills listed in the board packet, Michelle presented two additional bills to be paid, both in account line #6724: \$511.72 to the State Library for database access, and \$1164.56 to pay for Overdrive/Bridges content.
 - c. Dee Bebensee moved that all bills be paid as presented, with the two additions noted. Crystal Christensen seconded. Motion carried unanimously.
7. Unfinished Business: none
8. New Business
 - a. Oath of office for new Board members: Mayor Jones administered the oath of office to Vicki Brown and Mark Johnson. *Welcome!*
 - b. Used furniture and equipment sale in August
 - i) Michelle proposed that the Library offer for sale some used equipment that is no longer needed. The list of items to be offered is included in this month's Board packet. The concept is to offer the items to City departments first, and then to other libraries through a library list-serve and to the public through an open sale of 2-3 days, as needed.
 - ii) Crystal Christensen moved that the Library have a used furniture and equipment sale as described. Dee Bebensee seconded. Motion carried unanimously.
 - c. Review Cost Opinion on Interior Renovation
 - i) Michelle presented the Projected Cost Opinion from FEH Design for renovating the main and upper levels.
 - (a) Michelle clarified that the cost presented includes the re-use of existing equipment where possible.

- (b) At present, the library has approximately \$135,000 available in CIP and endowment funds, with the potential to also use some portion of Trust & Agency funds to supplement the project.
 - (c) The Board discussed the possibility of tackling the project in two phases, as well as various funding options including CIP funds, grants and fund-raising.
 - (d) The consensus among Board members is that the Library should pursue Phase 1, the main/children's level, first. This phase is to be funded from a combination of CIP funds, endowment funds, Trust & Agency funds, and grant monies if and when they are available. Michelle will pursue potential grant funding for the project.
- ii) In addition to the FEH Design renovation project, the Board revisited the replacement of the four main windows on the east side (i.e., northeast corner) of the Library building.
- (a) It was noted that the \$11,000 cost for replacing the windows is in addition to the quoted renovation costs from FEH Design.
 - (b) Dee Bebensee moved that the four east side upper level windows be replaced at the \$11,000 quote previously discussed. Vicki Brown seconded. Motion carried unanimously.
9. President's Report – no items to report
10. Director's Report
- a. See written report submitted by Director Michelle Andersen for highlights.
 - b. The SenSource door counter has been malfunctioning. A service call is scheduled for Friday 7/13, and we expect the cost of repair will be covered by our service contract.
 - c. Michelle highlighted the encouraging data summary of the Library's Hoopla service.
 - d. The Cass County Libraries Trustees Meeting/Workshop is scheduled for Sunday August 26, from 2-4 pm, at the Atlantic Library. Board members are strongly encouraged to attend.
11. Other Business
- a. Discussion about how the Library building has handled the heavy rain we have had the last several weeks. There is one small leak at a window pane on the lower level, probably the result of a gutter issue that has since been addressed. Otherwise the building has held up well to the rain.
 - b. Discussion about power outage preparation in light of a recent storm-related power outage in Atlantic, including issues related to elevator safety and whether a generator is needed.
12. Adjournment
- a. James Northwick moved that the meeting be adjourned. Mark Johnson seconded. Motion carried unanimously.
 - b. Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Donald McLean