

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Monday, August 13, 2018, 5:30 pm  
Library Upstairs**

1. Call to Order: The meeting was called to order at 5:31 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
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: Greg Williams
  - 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. Janet Nielsen seconded. Agenda approved unanimously.
  
3. Public Comment:
  - a. No members of the public were present for comment.
  
4. Approval of minutes from July 9, 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. Dee Bebensee moved that all bills be paid as presented. Vicki Brown seconded. Motion carried unanimously.
  
7. Unfinished Business:
  - a. Window replacement bids
    - i) The Board revisited the bid approved in July for replacing the four east side upper level windows in order to fulfill the requirement that multiple bids be considered if possible.
    - ii) Michelle presented three bids in addition to the one that was approved in July; two of these additional bids were from new Covenant Window & Door (Griswold) and the other was from Omaha Door & Window (Omaha). See the Board packet supplement for bid comparison.

- iii) The Board favored going with one of the two bids from New Covenant Window & Door. Michelle will seek further information from New Covenant about the pros and cons of the wood vs. vinyl window option described in their two bids.
- iv) Crystal Christensen moved that the Board rescind the bid that was approved in July 2018. Dee Bebensee seconded. Motion carried unanimously.
- v) Vicki Brown moved that the Library contract with New Covenant Window & Door for the needed window replacement work for an amount up to \$5577, the higher of the two received bids pending a comparison of vinyl versus wood. Dee Bebensee seconded. Motion carried unanimously.

## 8. New Business

### a. Establish standing committees during renovation

- i) Fundraising: James Northwick, Janice Dickerson, and Donald McLean agreed to serve as members of a standing fundraising committee.
- ii) Renovation finishes & trouble shooting: Vicki Brown, Dee Bebensee, and Janet Nielsen agreed to serve as members of a standing renovation finishes committee.
- iii) The Board would also like at least one Library staff person to serve on each of these committees. Michelle will talk to staff at an upcoming staff meeting.

### b. Review policies

- i) Reading Garden: The Board reviewed the Library's Reading Garden policy.
  - (a) Janet Nielsen moved that the existing policy be kept as is, with the exception of removing the sixth bullet under "Regulations" concerning the need to remove trash since there is now a trash receptacle in the Garden. Dee Bebensee seconded. Motion carried unanimously.
- ii) Bulletin Boards: The Board reviewed the Library's Bulletin Board policy.
  - (a) Michelle informed the Board that this policy has not been revised or reviewed since 2012. Michelle presented a proposed revised policy, with substantive changes from the 2012 version printed in bold type.
  - (b) Dee Bebensee moved that the revised policy be accepted as presented. Vicki Brown seconded this motion.
  - (c) Upon further discussion, Crystal Christensen moved to amend the motion to specify that the last line of Regulation # 4 ("Advertisement for fundraisers benefiting a single individual will not be permitted") be removed. James Northwick seconded. Motion to amend the motion carried unanimously.
  - (d) The Board then voted on the amended motion – that the revised policy be accepted as amended. The amended 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. Michelle noted that the Used Goods and Equipment Sale went well.
  - i) However there are still many items the Library no longer needs and would like to dispose of constructively. Michelle is exploring other options.

- ii) Michelle will also talk to City Hall for confirmation about where proceeds from the sale of these goods and equipment should be directed.
- c. Reminder: The Cass County Libraries Trustees Workshop will be Sunday, August 26, from 2-4 pm, at the Atlantic Library. Board members are strongly encouraged to attend.
- d. Michelle asked for feedback on the timing of applying for a Cass County Community Foundation Fall grant.
  - i) The Board recommends that she submit a Fall grant proposal requesting funding for a large, flat-screen monitor/television to be mounted in the Library meeting room.

#### 11. Other Business

- a. Preference for future Hoopla invoices
  - i) Michelle explained the billing options with Hoopla: The Library can pay month by month according to usage, or pay ahead for credits that are then spent down as resources are checked out via Hoopla.
  - ii) Since there is no price difference between the two options, the Board prefers the month-to-month option.
- b. Contact info for school PTO meetings
  - i) Michelle asked for contact information for the leaders of the Atlantic school PTOs. James will find out this information and let Michelle know.

#### 12. Adjournment

- a. Dee Bebensee moved that the meeting be adjourned. Vicki Brown seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Donald McLean