

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, September 10, 2018, 5:30 pm
Library Upstairs**

1. Call to Order: The meeting was called to order at 5:30 p.m. by President Janice Dickerson.
 - a. Board members present: Dee Bebensee, Vicki Brown, 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: Crystal Christensen
 - d. Library Staff present: Michelle Andersen (Director)
 - e. Guests: Eleanor McCalla
2. Approval of Agenda:
 - a. Dee Bebensee moved that the agenda be approved as presented. Vicki Brown seconded. Agenda approved unanimously.
3. Public Comment:
 - a. Director Michelle Andersen introduced Eleanor McCalla, an eighth-grade student from Atlantic Middle School. Eleanor was shadowing Michelle as part of a career exploration project and sat in on the meeting as an observer.
4. Approval of minutes from August 13, 2018
 - a. Janet Nielsen moved that the minutes be approved as submitted. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence
 - a. Michelle circulated two thank you notes received by the library: one from a college student who volunteered with the summer reading program, and the other from a member of SS. Peter & Paul Catholic Church for the use of Library resources during their recent 125th anniversary celebration.
6. Bills & Finances
 - a. Michelle Andersen reviewed the bills and finances from the last month with the Board.
 - b. James Northwick moved that all bills be paid as presented. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business
 - a. None
8. New Business
 - a. Revenue budget lines
 - i) Michelle reviewed the existing revenue lines in the General Fund and Trust & Agency revenue categories. She then presented a proposed change to the name of the funds to General Fund and Gifts Fund and a reorganization/reclassification of several of the specific revenue lines. See Board meeting packet for details.
 - ii) James Northwick moved that the existing revenue categories be changed to the proposed categories, with the addition that Interest on Investments also be included in the Gifts Fund. Dee Bebensee seconded. Motion carried unanimously.

- b. Review policy
 - i) Collection Development: The Board reviewed the Library's Collection Development Policy, dated December 2015. No additions or changes were suggested.
- 9. President's Report – no items to report
- 10. Director's Report
 - a. See written report submitted by Director Michelle Andersen.
 - b. Michelle reviewed her conversation with a representative of the Iowa West Foundation in which he highlighted strengths and weaknesses of the Library's grant proposal. The Foundation's decision is expected later this Autumn.
 - c. Michelle followed up with New Covenant Window & Door about the benefits of vinyl vs. wood windows. Given the information she was given, she chose the vinyl windows.
 - d. Michelle shared further details about Bloomerang, a donation management software program that may be a useful tool for future fundraising projects.
- 11. Other Business
 - a. Five members of the Board attended the Cass County Libraries Trustees Workshop on Sunday, August 26, from 2-4 pm: Dee Bebensee, Vicki Brown, Mark Johnson, Donald McLean, and Janet Nielsen
 - b. There was a brief discussion about the time and location of the Board's monthly meeting.
 - i) There was a question about whether the Board could meet later than 5:30 pm. After brief discussion, the consensus was to stay with the present start time.
 - ii) There was a question about whether the Board should consider meeting in the lower level meeting room instead of the upper level area currently used. This possibility will be considered at a future Board meeting.
- 12. Adjournment
 - a. Vicki Brown moved that the meeting be adjourned. James Northwick seconded. Motion carried unanimously.
 - b. Meeting adjourned at 6:11 p.m.

Respectfully submitted,

Donald McLean