

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Monday, October 8, 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, Crystal Christensen, Janice Dickerson (President), Mark Johnson, Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Greg Williams
  - b. City Council Liaison absent: Dana Halder
  - c. Board members absent: none
  - d. Library Staff present: Michelle Andersen (Director)
  - e. Guests: none
2. Approval of Agenda:
  - a. Janet Nielsen moved that the agenda be approved as presented. Vicki Brown seconded. Agenda approved unanimously.
3. Public Comment: none
4. Approval of minutes from September 10, 2018
  - a. Dee Bebensee moved that the minutes be approved as submitted. James Northwick seconded. Motion carried unanimously.
5. Correspondence: none received
6. Bills & Finances
  - a. Michelle Andersen reviewed the bills and finances from the last month with the Board.
    - i) Michelle noted that the purchase listed in line 6230 needs to be corrected from \$304.38 to \$308.66 to account for the final lodging cost.
    - ii) Michelle explained that, going forward, the cost of Brainfuse is going to be included with Operating Fund bills instead of Gifts (formerly Trust & Agency). This is shown in line 6724.
    - iii) The new windows have been installed and this bill is included in this month's report under the Capital Improvements Projects line (320-750-6750).
  - b. Janet Nielsen moved that all bills be paid as presented. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business
  - a. None
8. New Business
  - a. Transfer from Gifts (formerly Trust & Agency) to Operating
    - i) Michelle requested that the Board authorize a transfer of \$1500 from the Gifts Fund to the Operating Fund to cover the cost of Brainfuse. This will make the way we process the cost of Brainfuse consistent with the way other libraries handle it.
    - ii) Michelle clarified that some portion up to the full \$1500 amount may be paid by the Atlantic School Foundation later this fall. If and when such funds are received, they will be deposited directly into the Operating Fund to offset this expenditure.

- iii) Dee Bebensee moved that the Board authorize a transfer of \$1500 from Gifts to Operating to cover the cost of Brainfuse. Vicki Brown seconded. Motion carried unanimously.
- b. Location of Meeting
  - i) The Board discussed moving the location of the monthly Trustee meeting to the downstairs first level meeting room. This would help maintain a more quiet environment for Library patrons.
  - ii) Dee Bebensee moved that the Board meet in the downstairs meeting room beginning with the November 2018 meeting. Crystal Christensen seconded. Motion carried unanimously.
- c. Review policies
  - i) Circulation Policy
    - (a) The Board discussed removing the parental signature requirement for patrons who are age 14 and under.
      - 8.c.i.a.1. Michelle explained that there is already a state law in place that covers a parent's financial responsibility for materials checked out by unemancipated minors and so a parental signature is not necessary to ensure responsibility.
      - 8.c.i.a.2. This change would make it easier to sign up children at school by eliminating the extra paperwork required for collecting a parent signature.
      - 8.c.i.a.3. The Board discussed how best to balance our desire to make it as easy as possible to give children access to Library resources with the need to ensure parents are aware of financial commitments made by their children in the form of physical materials borrowed from the Library.
      - 8.c.i.a.4. The Board discussed creating a student patron card that would give students access to digital/online resources and not require a parent signature. Students would still need to obtain a regular Library card with parent signature in order to check out physical materials.
        - 8.c.i.a.4.1. *Action:* Michelle will draft a revised policy that includes a student card option. This revision will be circulated electronically to the Trustees for an electronic vote, the result of which will be confirmed and recorded at the November Trustee meeting.
    - (b) The Board also discussed removing the requirement that a person be present in the Library when signing up for a Library card to say instead that the person simply needs to be physically present.
    - (c) Greg Williams moved that the Circulation Policy discussion be tabled. Crystal Christensen seconded. Motion to table carried unanimously.
  - ii) Meeting Room Policy
    - (a) The following changes to the Meeting Room Policy were discussed:
      - 8.c.ii.a.1. Remove all references to the ICN room.
      - 8.c.ii.a.2. Adjust the requirement that meeting room reservations cannot be made more than three-months in advance to include the possibility of exceptions by including the wording that “exceptions must be approved by the Library Director.”

8.c.ii.a.3. Emphasize that Library activities take precedence over events of outside groups by moving wording to this effect earlier in the policy.

- (b) James Northwick moved that these changes be made to the Meeting Room Policy. Crystal Christensen 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.
  - b. Michelle reported on the tree limb that fell on the fence surrounding the Reading Garden, as well as some fall and winter clean up issues related to the grounds.
  - c. Michelle reported on attending her first Iowa Library Association conference this month. The conference was a positive and helpful experience.
11. Other Business
- a. Reminder: Next month's meeting will be on Tuesday, November 13 due to the observation of Veterans' Day on Monday, November 12.
12. Adjournment
- a. Dee Bebensee moved that the meeting be adjourned. Vicki Brown seconded. Motion carried unanimously.
  - b. Meeting adjourned at 6:19 p.m.

Respectfully submitted,

Donald McLean