

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Tuesday, November 13, 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: none
2. Approval of Agenda:
  - a. Dee Bebensee moved that the agenda be approved as presented. Vicki Brown seconded. Agenda approved unanimously.
3. Public Comment: none
4. Approval of minutes from October 8, 2018
  - a. It was noted that items 2.A. and 6.B. had a Board member's name incorrectly recorded. The minutes should be amended to read that Janet (not *Janice*) Nielsen was involved in the motions that were made.
  - b. James Northwick moved that the minutes be approved as amended. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence:
  - a. The Library's Endowment Fund sent a notice stating that the fund has \$7,143 available to be granted.
  - b. The Cass County Community Foundation sent a notice that a grant of \$600 is being awarded toward the purchase of a flat screen TV for the meeting room.
  - c. The Iowa West Foundation sent a notice that the Library has been awarded a \$30,000 grant for the renovation project.
  - d. The School Foundation sent a notice that it will provide \$1,500 for Brainfuse.
6. Bills & Finances
  - a. Michelle Andersen reviewed the bills and finances from the last month with the Board.
    - i) The total of bills presented is \$14,958.11.
    - ii) The Board discussed the timing of paying for the IT maintenance contract (line 6350) with Maynard Custom Solutions (MCS).
      - (a) Michelle will ask MCS if the Library can pay six months of the contract at this time instead of the entire year; this would allow the contract with MCS to be in sync with the Library's fiscal year.
      - (b) Mark Johnson moved that, contingent on MCS being willing to accommodate the request, the Library pay half the contract now, at an amount of \$1977.50 in order to bring the contract in alignment with the Library's fiscal year. Janet Nielsen seconded. Motion carried unanimously.

iii) Vicki Brown moved that all bills be paid, as adjusted to include the MCS contract change, for a revised total of \$12,980.61. James Northwick seconded. Motion carried unanimously.

7. Unfinished Business

a. Circulation policy: Mark Johnson moved that the Circulation Policy voted on via email correspondence after the October 8, 2018 meeting be approved. Donald McLean seconded the motion. Motion carried unanimously.

8. New Business

a. Cass County Community Foundation Grant:

i) Dee Bebensee moved that the Library proceed with the purchase of the flat screen TV, with any cost above the \$600 covered by the grant to be covered from the Operating Fund. Mark Johnson seconded. Motion carried unanimously.

b. Fee for color printing:

i) Michelle reported on an unusual incident in which a patron managed to use a personal computer to join the Library's wireless network and to use a non-public library printer to print several color copies.

ii) Because the Library does not offer color printing as a public service, there are no set or posted fees for color printing and so it was not clear what to charge the patron.

iii) Since this was a one-of sort of incident, the Board decided not to change the fees schedule to include a color fee.

(a) It will be more clearly posted in some way that copies and print outs are only available in black and white.

(b) Michelle will ask MCS to look into securing the staff printers so that they cannot be accessed by the public.

c. Electronic payments for regular bills:

i) Michelle reported that due to the timing of Board meetings and due dates for payments to Alliant Energy and Mediacom, the Library occasionally incurs late-payment fees with these companies.

ii) Vicki Brown moved that the Alliant and Mediacom bills be authorized to be paid electronically in order to avoid timing-related late fees. Dee Bebensee seconded. Motion carried unanimously.

d. Review Electronic Access policy:

i) The Board reviewed the Electronic Access policy.

ii) Janet Nielsen moved that the two occurrences on pages 1-2 that currently set a specific fee for printing be changed to state that the cost for printing is the currently set fee. Vicki Brown seconded. Motion carried unanimously.

e. E-Rate participation:

i) Michele reviewed how the E-Rate Program works

(a) E-Rate is a federal program intended to help libraries, schools, hospitals and similar community organizations to pay for certain communication-related technology and services. Such funds are contingent upon the organization choosing to use Children's Internet Protection Act (CIPA)-compliant filtering on devices that can be accessed by children.

(b) The Board discussed the pros and cons of participating in this program.

- (c) Gregg Williams moved that the Board pursue participating in the federal E-Rate program. Dee Bebensee seconded. Motion carried unanimously.
  - f. FY20 Budget: Michelle reviewed an early draft of the FY 2020 budget with the Board. No action needed, as this will be discussed at the December meeting.
- 9. President's Report – no items to report
- 10. Director's Report
  - a. See written report submitted by Director Michelle Andersen.
- 11. Other Business
  - a. Narcan (nasal spray to reverse effects of opioid overdose):
    - i) Mark Johnson reported that Narcan spray devices are being made available to libraries by the manufacturers of these devices. This is a voluntary, opt-in program.
    - ii) Our Board is not interested in participating in this program at this time.
  - b. Destruction of library property (case in Orange City):
    - i) Michelle informed the Board of a recent incident in Orange City, IA in which library materials were destroyed as part of a protest by an open-access patron.
  - c. Reminder that next month's meeting will be downstairs in the meeting room
- 12. Adjournment
  - a. Gregg Williams moved that the meeting be adjourned. Dee Bebensee seconded. Motion carried unanimously.
  - b. Meeting adjourned at 6:36 p.m.

Respectfully submitted,

Donald McLean