

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Tuesday, December 10, 2018, 5:30 pm
Library Meeting Room (First Floor)**

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), Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Greg Williams
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Mark Johnson
 - 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. Dee Bebensee seconded. Agenda approved unanimously.
3. Public Comment: none
4. Approval of minutes from November 13, 2018
 - a. Dee Bebensee moved that item 8.a.i) be amended to say that any additional cost of the flat screen television be covered from the Gift Fund, not the Operating Fund as recorded. Crystal Christensen seconded. Motion to amend carried unanimously.
 - b. Vicki Brown moved that the minutes be approved as amended. James Northwick seconded. Motion carried unanimously.
5. Correspondence: none
6. Bills & Finances
 - a. Michelle Andersen reviewed the bills and finances from the last month with the Board.
 - b. Michelle reported that MCS prefers the Library to pay the whole service contract now as billed; the amount due is included in this month's bills (line 6350).
 - c. Crystal Christensen moved that all bills be paid as presented. Vicki Brown seconded. Motion carried unanimously.
7. Unfinished Business
 - a. FY20 Budget
 - i) Michelle presented a revised FY20 budget of \$315,745. This proposal comes under the budget cap of \$315,864 set by the City Administrator.
 - ii) James Northwick moved that the Board approve the FY20 budget as presented. Greg Williams seconded. Motion carried unanimously.
 - b. E-rate update:
 - i) Michelle reported that she filed the first form for the E-rate application process. We are now waiting for E-rate company quotes. She is holding off on applying for category 2 funding (hardware-related) and only filing for category 1 at this point.
 - ii) Michelle is exploring the technical aspects of how to meet the filtering requirements.
 - iii) If approved, E-rate funds can provide up to 80% of the cost of internet service, depending on qualifying factors.

8. New Business
 - a. New FEH Design construction contract
 - i) Michelle presented the cost and details for the FEH Design Contract.
 - ii) The FEH contract cost presented is \$28,250 for first floor/phase 1.
 - (a) This contract includes such items as furniture plans, interior designs, floor finishing plan, lighting layout, and project oversight.
 - (b) \$23,250 of this amount was not accounted for in the existing cost opinion for the first floor project.
 - iii) The Board reviewed possible options for covering the additional costs of the FEH Design Contract, including using funds from the Gifts Fund, drawing the allowed annual endowment disbursements, and absorbing the costs in the project contingency.
 - iv) The Board agreed to table voting on the FEH Design contract until the January 2019 meeting, or sooner via email if a faster vote is necessary.
 - b. Request endowment fund disbursement of \$7,143
 - i) Michelle explained that the Board may request an endowment fund disbursement up to a certain allowed percentage in each calendar year.
 - ii) The disbursement amount allowed for 2018 is \$7,143.
 - iii) James Northwick moved that the Board request an endowment fund disbursement of \$7,143. Crystal Christensen seconded. Motion carried unanimously.
9. President's Report – no items to report
10. Director's Report
 - a. Michelle highlighted information about the city establishing a library equipment reserve fund. She also reported that door count in November averaged 198 people per day.
 - b. See written report submitted by Director Michelle Andersen.
11. Other Business -- none
12. Adjournment
 - a. Crystal Christensen moved that the meeting be adjourned. Greg Williams seconded. Motion carried unanimously.
 - b. Meeting adjourned at 6:38 p.m.

Respectfully submitted,

Donald McLean