

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Tuesday, January 14, 2019, 5:30 pm  
Library Meeting Room (First Floor)**

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 present: Dana Halder
  - c. Board members absent: none
  - 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. Greg Williams seconded. Agenda approved unanimously.
3. Public Comment: none
4. Approval of minutes from December 10, 2018
  - a. Janet Nielsen moved that the minutes be approved as presented. 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. Crystal Christensen moved that all bills be paid as presented. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business
  - a. FEH Design Construction Contract
    - i) The Board discussed the FEH Design contract for services submitted in December.
      - (a) Michelle noted that, at this point, the project is likely to take place after Labor Day rather than before the summer begins, as stated in the proposal.
      - (b) The Board discussed funding sources for the contract, including the Gifts Fund, private donations and lower contingency expenses.
    - ii) Crystal Christensen moved that the FEH Design Construction contract be approved. Dee Bebensee seconded. Motion carried unanimously.
8. New Business
  - a. Staff Work Day (February 18, April 19, OR April 22)
    - i) The Board discussed closing the Library on one of these three dates for a Staff Work Day. Michelle intentionally recommended these dates – which fall on President’s Day, Good Friday and Easter Monday, respectively – as days that would have a minimal impact on patron usage of the Library.
    - ii) Dee Bebensee moved that Monday, February 18 be set as a Staff Work Day on which the Library will be closed to the public but staff will report for work. Crystal Christensen seconded. Motion carried unanimously.

- b. Policy review
  - i) Behavior Policy
    - (a) The Board reviewed the Behavioral Policy
      - 8.b.i.a.1. There was discussion as to how the Behavioral Policy applies to concealed carry laws and a few related issues. Michelle will check with State Library officials and the City government as to best practices.
      - 8.b.i.a.2. Behavioral Policy tabled until next meeting.
    - ii) Sex Offenders against Minors Policy
      - (a) The Board reviewed the Sex Offenders against Minors Policy.
      - (b) The Board made no changes to the existing policy.
- 9. President's Report – no items to report
- 10. Director's Report
  - a. Michelle explained a change that is coming to the State of Iowa's Brainfuse package that may allow us to offer additional Brainfuse services.
  - b. Michelle reported on an opportunity for her to attend the RIPL regional conference contingent on approval of an outside travel stipend.
  - c. Michelle noted that two Library staff are being recognized this week by the City Council for 30 years of service to the Library.
  - d. Michelle reminded the Board of the opportunity to attend a webinar on Iowa Population Trends on January 17 at 6:30 pm at the Library.
  - e. Michelle reviewed December stats.
  - f. See written report for further details.
- 11. Other Business
  - a. Michelle asked for recommendations of local handyman services for the Library. The suggestion was made that she check with the Chamber of Commerce, and Board members can also forward any suggestions to Michelle directly.
  - b. The Board discussed the possibility of offering canvas carry-all bags with the Library logo printed on them for purchase by patrons. The Board was generally in favor of the idea, and Michelle will explore possibilities.
- 12. Adjournment
  - a. Dee Bebensee moved that the meeting be adjourned. Greg Williams seconded. Motion carried unanimously.
  - b. Meeting adjourned at 6:17 p.m.

Respectfully submitted,

Donald McLean