

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Tuesday, February 11, 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: 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: Dee Bebensee
 - 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 January 14, 2019
 - a. Crystal Christensen moved that the minutes be approved as presented. James Northwick seconded. Motion carried unanimously.
5. Correspondence: Michelle Andersen reported that the statement for the Library's Endowment Fund was received. There are no funds available for disbursement at this time due to the disbursement that was requested in December 2018. However, funds will be available for use as of March 2019.
6. Bills & Finances
 - a. Michelle reviewed the bills and finances from the last month with the Board.
 - b. James Northwick moved that all bills be paid as presented during the meeting. Vicki Brown seconded. Motion carried unanimously.
7. Unfinished Business
 - a. Behavior Policy
 - i) Michelle reported on her research into the question of whether the Library can prohibit concealed carry weapons in the Library. According to information posted by the State Law Library of Iowa, a Library does not have the authority to ban weapons in the Library if existing laws allow them. Such a prohibition would have to be put in place by a City ordinance.
 - ii) The Behavior Policy will be marked as reviewed without any changes.

8. New Business

a. Personnel Policy review

- i) Michelle recommended the following changes to the Library's Personnel Policy:
 - (a) Page 2 – The Policy states that the Library Director must have a MLS even though this requirement was removed from job description during the last search for a Library Director.
 - (b) Page 2 – Several items in the Benefits section are no longer accurate or in force, or are more specific than is necessary for a policy document.
 - (c) Page 3 – The stated rules for use of Compensatory Time should be in sync with City practice in terms of what time can be carried over into a new year.
 - (d) Page 3 – Multiple sections referring to Time Sheets on page 3 and throughout require rewording to match the actual practice of the Library and the City.
 - (e) Page 3 – Strike statement that requires staff evaluations be done before the staff person's anniversary date and instead simply state that they are annual.
 - (f) Page 5 – Strike section that is overly specific about how vacation, sick, and personal time can be used because this section is not in sync with City policy.
 - (g) Page 10 – The policy should specify that time off is pro-rated according to whether the position in question is half time, three-quarters time, full time, etc.
 - (h) Page 11 – Strike the section that specifies which health insurance carrier is used by the Library.
- ii) Janet Nielsen moved that all changes be made as recommended to the Personnel Policy. Mark Johnson seconded the motion. Motion carried unanimously.

b. RAGBRAI

- i) Michelle is making plans to have the Library open on July 21, 2019 even though it is a Sunday because of the RAGBRAI riders who will be in town.
- ii) The Board discussed whether it would be feasible and desirable to put together some sort of RAGBRAI related fundraiser for the Library. The discussion was tabled until more information about rules and policies is available from the City and the local RAGBRAI committee.

c. Library bags fundraiser

- i) Michelle reviewed the details of an estimate from A-Plus Designs for 150 canvas book bags with the Library logo printed on them. The cost of producing 150 bags would come out to approximately \$5.75 per bag. Michelle estimates that the bags could be sold as a fundraiser for \$12-15 per bag, which would result in a profit of between \$940 and \$1390.
- ii) James Northwick moved that the Library proceed with the canvas bookbag fundraiser as presented. Greg Williams seconded the motion. Motion carried unanimously.

9. President's Report – no items to report

10. Director's Report

- a. Michelle reviewed the January 2019 statistics.
- b. Michelle explained how "Lobby from Home" day works.
- c. See written report for further details.

11. Other Business

- a. Internet provider preference for E-rate
 - i) Michelle reported that she has received quotes from ICN and Mediacom for internet services. She is leaning toward the Mediacom contract because of lower cost.

12. Adjournment

- a. Crystal Christensen moved that the meeting be adjourned. Janet Nielsen seconded.
Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:09 p.m.

Respectfully submitted,

Donald McLean