

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Tuesday, March 11, 2019, 5:30 pm
Library Meeting Room**

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, Janice Dickerson (President), Mark Johnson, Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Vicki Brown, Crystal Christensen, Greg Williams
 - 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 February 11, 2019
 - a. Dee Bebensee moved that the minutes be approved as presented. Janet Nielsen seconded. Motion carried unanimously.
5. Correspondence: none received
6. Bills & Finances
 - a. Michelle reviewed the bills and finances from the last month with the Board.
 - b. Overall, the finances are doing well at three quarters of the way through the fiscal year.
 - c. Dee Bebensee moved that all bills be paid as presented during the meeting. Mark Johnson seconded. Motion carried unanimously.
7. Unfinished Business
 - a. RAGBRAI
 - i) The Library will be open on Sunday, July 21 as a service to RAGBRAI riders as they come into town. Specific hours are still to be determined.
 - ii) The Board discussed the pros and cons of sponsoring a RAGBRAI-related fundraiser, and decided not to do so. However, a Donations Jar will be available should any riders wish to express their thanks for the availability of Library services.
8. New Business
 - a. Meeting room fee schedule
 - i) The Board discussed whether the \$25 fee for using a projector and screen when reserving the meeting room should also apply to using the wall-mounted television.
 - ii) At present, there is no fee for using the television because the current fee schedule specifically says “projector and screen.”
 - iii) It was noted that a patron with the right technical knowledge would be able to easily use the television as a display without Library Staff assistance, but a patron without such knowledge would require specialized assistance.
 - iv) Dee Bebensee moved to table the discussion to the next meeting. James Northwick seconded. Motion to table carried unanimously.

- b. Contracting cities FY20
 - i) Marne and Wiota are already contracting cities, and Michelle recommended the Library offer this arrangement again for FY20.
 - ii) Michelle suggested that the Board also offer this arrangement to Brayton since we get requests from Brayton residents for library cards and Brayton does not currently contract for library services.
 - iii) Dee Bebensee moved that the Library extend contracting city arrangement offers to Marne, Wiota, and Brayton. James Northwick seconded. Motion carried unanimously.
 - c. Job descriptions
 - i) The Board reviewed Library job descriptions
 - (a) Dee Bebensee moved that the following changes be made to the Library Director job description: a Bachelor's degree be required instead of a Master's degree, and the ability to attain Level 4 certification be required instead of Level 5. Janet Nielsen seconded. Motion carried unanimously.
 - (b) The Board reviewed the job descriptions for other Library positions but decided to leave them as is.
9. President's Report
- a. Janice Dickerson expressed thanks to the Board members for their efforts on behalf of school librarians when the issue recently came before the Iowa legislature.
10. Director's Report
- a. See written report for further details.
 - b. Michelle highlighted the upcoming Cass County Trivia Night fundraiser.
 - c. Michelle reported on the RIPL Regional event in Salt Lake City that she attended earlier this month. The presentations especially focused on how to make evaluation and data collection part of regular workflow.
11. Other Business
- a. Phone system
 - i) Mark Johnson raised a question about the reliability of the current internet-based phone system that the Library uses.
 - ii) If internet services go down, the phones stop working as well. This happened within the last month.
12. Adjournment
- a. Dee Bebensee moved that the meeting be adjourned. Mark Johnson seconded. Motion to adjourn carried unanimously.
 - b. Meeting adjourned at 6:19 p.m.

Respectfully submitted,

Donald McLean