

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Monday, April 8, 2019, 5:30 pm  
Library – Upstairs Meeting Area**

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. Janet Nielsen moved that the agenda be approved as presented. Dee Bebensee seconded. Agenda approved unanimously.
3. Public Comment: none present
4. Approval of minutes from March 11, 2019
  - a. Dee Bebensee moved that the minutes be approved as presented. Vicki Brown 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. The first FEH Designs bill is \$5450, to be paid from the CIP 2016 line.
  - c. The total amount for operating expense bills to be paid this month is \$6,646.24.
  - d. Dee Bebensee moved that all bills be paid as presented during the meeting. Vicki Brown seconded. Motion carried unanimously.
7. Unfinished Business
  - a. Meeting room fee schedule
    - i) The Board revisited the question of whether to charge a fee for use of the large screen television in the meeting room, and if so, what amount.
    - ii) The recommendation was made that in lieu of charging a formal fee, a sign be posted in the meeting room stating that a \$10 suggested donation is appreciated if a group or individual wishes to use the television. This policy will be implemented on a trial basis and may be revisited in the future.
8. New Business
  - a. Adjust hours open for week of July 21 (RAGBRAI & County Fair)
    - i) The Board discussed whether it would make sense to close the Library for one day during County Fair week to make up for the staff hours required to be open on Sunday, July 21 when RAGBRAI passes through town.
    - ii) The general consensus was that it would be better for the Library to remain open during normally posted hours and to spread out staff hours that week to make up for the extra coverage needed on Sunday, July 21.

9. President's Report – none to report

10. Director's Report

- a. Michelle reported that Beanstack is now live in Cass County Libraries, and she is working on setting up the links for our Library to use it.
  - i) Beanstack is a service that will allow the Library to offer reading challenges for patrons in an online format.
  - ii) Michelle plans to run a test challenge in April-May in preparation for a full-scale rollout during the Summer Reading Program.
- b. Michelle will not be available for the June 10 Board meeting because she will be out of town. Diane will cover for Michelle at the Board meeting, if needed.
- c. See written report for further details.

11. Other Business

- a. Renovation Updates
  - i) Michelle reported on the outcomes of her meeting with FEH Design engineers and other representatives. It was a productive meeting with lots of ideas and suggestions.
  - ii) According to the updated timetable for the project, the actual renovation will begin around Labor Day and should be completed by the end of October.
  - iii) The project schedule calls for design plans to be ready for approval at the Board's next regular meeting, which is scheduled for May 13.
  - iv) The suggestion was made that the Board should consider having an informal work-session in advance of the regular May meeting to review the design documents.
    - (a) A work session was scheduled for Wednesday, May 8 at 5:30 at the Library.
    - (b) If needed, a second work-session may be scheduled on May 13 at 5:00 before the Board meeting at 5:30.
- b. RAGBRAI overnight group
  - i) The Library was contacted by a group of cyclists who wanted to know if their group could stay overnight in the Library on the night of July 21.
  - ii) The general consensus of the Board was to decline this request due to the many security and liability issues that people staying overnight in the Library would create.

12. Adjournment

- a. Dee Bebensee moved that the meeting be adjourned. James Northwick seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:12 p.m.

Respectfully submitted,

Donald McLean