

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Monday, May 13, 2019, 5:30 pm  
Library – First Floor Meeting Room**

1. Call to Order: The meeting was called to order at 5:30 p.m. by Vice-President Janet Nielsen.
  - a. Board members present: Dee Bebensee, Vicki Brown, Crystal Christensen, Mark Johnson, Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Greg Williams
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: Janice Dickerson (President)
  - d. Library Staff present: Michelle Andersen (Director)
  - e. Guests: Eric Gunderson
2. Approval of Agenda:
  - a. Vicki Brown moved that the agenda be approved as presented. Dee Bebensee seconded. Agenda approved unanimously.
3. Public Comment: none
4. Approval of minutes from April 8, 2019
  - a. It was noted that the April 8 minutes incorrectly stated that the meeting took place on a Tuesday when in fact it was held on a Monday, as usual.
  - b. Vicki Brown moved that the minutes be approved as amended. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence:
  - a. Michelle reported that there is \$6,402 available to grant during this calendar year, according to the latest Endowment Fund statement.
6. Bills & Finances
  - a. Michelle reviewed the bills and finances from the last month with the Board, highlighting key expenditures.
  - b. Michelle and the Library staff have decided to drop the *USA Today* subscription because it is often late and has very few readers among our patrons. In its place, they have added some children's magazine subscriptions that are being used more frequently.
  - c. Dee Bebensee moved that all bills be paid as presented during the meeting. Greg Williams seconded. Motion carried unanimously.
7. Unfinished Business – none
8. New Business
  - a. Set holiday hours for FY20
    - i) The Board reviewed the Holiday Hours list presented in the Board packet, and made the following recommended adjustments:
      - (a) The Library will be open from noon to 7:00 pm on Sunday, July 21 so as to make the facility and resources available for RAGBRAI participants.
      - (b) The Library will open 3 hours late on Monday, July 22, while post-RAGBRAI cleanup is taking place in the downtown area (noon to 7:00 pm)
      - (c) The Library will be closed on Christmas Eve, Tuesday, December 24.

- ii) Dee Bebensee moved that the Board approve the Holiday Hours list as presented, with the changes noted above. James Northwick seconded. Motion carried.
  - b. Review preliminary renovation plans
    - i) Michelle gave an overview of the FEH Design presentation on May 6, and reviewed the selections made so far by the sub-committee tasked with working with FEH Designs to make design decisions.
    - ii) Dee Bebensee moved to approve the preliminary plans as presented. Crystal Christensen seconded. Motion carried unanimously.
  - c. Recognizing donors
    - i) The Board discussed the pros and cons of allowing plaques or other inscribed memorials in the Library in recognition of donations.
    - ii) It was noted that the Library does not have a set policy in place at this time for how to handle this issue.
- 9. President's Report – none to report
- 10. Director's Report
  - a. Michelle noted that she informed the Auditor's office that the Library will not be available as a voting center in November due to the planned renovation.
  - b. See written report for further details.
- 11. Other Business
  - a. June meeting date
    - i) Three of the nine Board members know that they are not available for the scheduled June 10 meeting. Five members are needed for a quorum and the FEH Design plans will need to be approved at that meeting for the project to stay on schedule.
    - ii) The Board decided to leave the meeting as scheduled on Monday, June 10, at 5:30 pm. All Trustees who are in town are strongly encouraged to attend.
- 12. Adjournment
  - a. Dee Bebensee moved that the meeting be adjourned. Vicki Brown seconded. Motion to adjourn carried unanimously.
  - b. Meeting adjourned at 6:28 p.m.

Respectfully submitted,

Donald McLean