

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Monday, July 8, 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 President Janice Dickerson.
  - a. Board members present: Dee Bebensee, Vicki Brown, Janice Dickerson (President), Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Greg Williams
  - b. City Council Liaison present: Dana Halder
  - c. Board members absent: Crystal Christensen, Mark Johnson
  - d. Library Staff present: Michelle Andersen, Library Director
  - e. Guests: Lucy Northwick
2. Approval of Agenda:
  - a. Dee Bebensee moved that the agenda be approved as presented. Vicki Brown seconded. Agenda approved unanimously.
3. Public Comment: none
4. Approval of minutes from June 10, 2019
  - a. Janet Nielsen moved that the minutes be approved as amended. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence: none received
6. Bills & Finances
  - a. Michelle Andersen reviewed the bills and finances from the last month with the Board. Michelle also noted that there are a few bills listed on a separate report that needed to be paid before the end of June in order to be included in the previous fiscal year.
  - b. Dee Bebensee moved that all bills be paid as presented during the meeting. Vicki Brown seconded. Motion carried unanimously.
7. Unfinished Business
  - a. Donor recognition policy:
    - i) Michelle shared a sample Gift & Donor Policy for consideration. This sample is taken from the Le Mars Public Library. The Board reviewed the sample policy.
    - ii) Dee Bebensee moved that the sample policy be adopted as presented, with changes that are necessary to make it apply to our Library. James Northwick seconded. Motion carried unanimously
8. New Business
  - a. Atlantic Fest on August 10: open lobby at 7 a.m.?
    - i) Michelle proposed that the first floor lobby be open at 7:00 a.m. on the day of Atlantic Fest as a community service. She is willing to staff this herself at 7:00 a.m., and other Library staff will be available to provide full Library services beginning at the normal opening time.
    - ii) Dee Bebensee moved that the Library lobby be open to the community beginning at 7:00 a.m. on Saturday, August 10 for Atlantic Fest. Greg Williams seconded. Motion carried unanimously.

- b. Sale of extra lanyards:
    - i) The Board discussed options for using the extra lanyards purchased for the Summer Reading Program. The suggestion was made that the lanyards be given away as a thank you to people who make cash donations to the Library in the next few weeks, including when we are open during RAGBRAI.
    - ii) Janet Nielsen moved that this suggestion be adopted. Dee Bebensee seconded. Motion carried unanimously.
  - c. Posting of security camera notices in building
    - i) Following two recent incidents in which petty thefts were recorded on Library security cameras, Michelle looked into whether the Library should post notices informing patrons that security cameras are in use.
    - ii) Michelle found that there is no law that requires such notices be posted, but that it is nonetheless considered best practice to have such notices.
    - iii) Board members reviewed three options for wording. Preferences were expressed for option 1 and option 3, with the general consensus leaning toward option 1. It was suggested that the wording of option 1 be included in the Library's Behavior Policy.
    - iv) Issue tabled to a future meeting, when the proposed amended policy will be reviewed.
9. President's Report – no items to report
10. Director's Report
- a. See written report included in Board Packet for more information.
  - b. Michelle reported that the RMC imaging services agreement for the Cass County Genealogy Society was not fulfilled last year. Michelle is holding the current invoice until the services have been rendered.
  - c. Michelle gave permission to the City RAGBRAI committee to use the south side of the Library parking lot for bike parking and an ice truck on the day of the event, contingent on approval from the Catholic Church next door.
  - d. Bridging Borders Conference October 2-4: Michelle plans to send in staff registrations in August, and can include at that time any Board members who would like to attend the conference. At least one Board member would like to go and others expressed interest. Michelle will send out a link with more information about the conference for Board members to examine.
  - e. Michelle noted that she has completed the State reports that are due July 31.
11. Other Business
- a. Director evaluation: Michelle will send out a survey via Survey Monkey to all Board Members for the purposes of Director evaluation.
  - b. Renovation timeline & contractors
    - i) Michelle presented an updated timeline for the renovation project.
    - ii) The Board discussed suggestions for local contractors to be passed along to FEH.
12. Adjournment
- a. Dee Bebensee moved that the meeting be adjourned. Janet Nielsen seconded. Motion to adjourn carried unanimously.
  - b. Meeting adjourned at 6:22 p.m.

Respectfully submitted,  
Donald McLean