

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, August 12, 2019, 5:30 pm
Library – First Floor Meeting Room

1. Call to Order: The meeting was called to order at 5:27 p.m. by Vice-President Janet Nielsen.
 - a. Board members present: Dee Bebensee, Vicki Brown, 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, Janice Dickerson (President)
 - d. Library Staff present: Michelle Andersen, Library Director
 - e. Guests: none
2. Approval of Agenda:
 - a. Dee Bebensee moved that the agenda be approved as presented. Greg Williams seconded. Agenda approved unanimously.
3. Public Comment: none present
4. Approval of minutes from July 8, 2019
 - a. James Northwick moved that the minutes be approved as amended. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence:
 - a. Michelle Andersen reported the status of the Endowment Fund according to the latest statement received. The fund has \$6,402 available for disbursement in 2019.
6. Bills & Finances
 - a. Michelle reviewed the final status of FY 2019. The fiscal year ended with the library having used 98% of its budget.
 - b. Michelle Andersen reviewed the bills and finances from the last month with the Board.
 - c. Dee Bebensee moved that all bills be paid as presented during the meeting. James Northwick seconded. Motion carried unanimously.
7. Unfinished Business
 - a. Behavior Policy update:
 - i) The Board reviewed the addition of a statement that the Library will post signs informing patrons that security cameras are in use on the property (page 2).
 - ii) The Board discussed updating the “Unattended Children” portion of the Behavior Policy (page 2).
 - (a) It was proposed that the first bulleted item regarding children age 6 and younger be left as is.
 - (b) It was proposed that the second bulleted item be changed to read that children in grades 1-2 may use the library without direct supervision, as long as a parent, guardian, or responsible caregiver is in the building.
 - (c) It was proposed that the third bulleted item be changed to read that children in grades 3 and up are allowed to use the library without parental or caregiver supervision.
 - iii) Greg Williams moved that these changes to the Behavior Policy be approved. Dee Bebensee seconded. Motion carried unanimously.

8. New Business

a. Bids for renovation:

- i) The Board reviewed received bids for the furnishing and construction portions of the downstairs renovation project.
 - (a) Only one construction bid was received for the project.
 - (b) At least two other contractors who expressed interest in the project declined to submit bids because of concerns about the current timeline.
- ii) Dee Bebensee moved that the received bid be rejected on the grounds that only one bid was received. Vicki Brown seconded. Motion carried unanimously.
- iii) Vicki Brown moved that the Board rebid the downstairs renovation project with a construction timeline of 8-10 weeks to be determined. Dee Bebensee seconded. Motion carried unanimously.

9. President's Report – no items to report

10. Director's Report

- a. Michelle gave an update on her successful efforts to form an Iowa Library Consortium to help lower the costs of HelpNow.
- b. Michelle reported that the need to rebid the construction project allows the Library to submit for a Cass County Community Foundation Grant to cover the costs of new shelving for the project. She plans to submit for the grant.
- c. Michelle reported that she is applying to participate in the Leading Cass County class scheduled to begin in September. The class meets once per month and will run through April of 2020.
- d. Michelle reviewed several upcoming Board Training opportunities, including one for Cass County library trustees on the topic of funding. The meeting will be held at the Anita Library on Sunday, September 15.
- e. See written report included in Board Packet for more information.

11. Other Business – none

12. Adjournment

- a. Dee Bebensee moved that the meeting be adjourned. James Northwick seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:13 p.m.

Respectfully submitted,
Donald McLean