

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, September 9, 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, 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: Vicki Brown, Crystal Christensen
 - d. Library Staff present: Michelle Andersen, Library 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 August 12, 2019
 - a. Dee Bebensee moved that the minutes be approved as submitted. James Northwick seconded. Motion carried unanimously.
5. Correspondence:
 - a. None received this month.
6. Bills & Finances
 - a. Michelle Andersen reviewed the bills and finances from the last month with the Board.
 - b. Dee Bebensee moved that all bills be paid as presented. James Northwick seconded. Motion carried unanimously.
7. Unfinished Business
 - a. None
8. New Business
 - a. Revised construction documents
 - i) The Board reviewed the revised construction documents
 - (a) The Board reviewed the proposed changes to the original bid documents related to the project timeline (p. 38/011216)
 - 8.a.i.a.1. The new due date for bids is October 7, 2019.
 - 8.a.i.a.2. Contractors are to select 8-12 weeks for construction between a window stretching from November 11, 2019 to April 30, 2020.
 - (b) The Board reviewed changes to the Schedule of Alternates related to the Meeting Room and the Makerspace (see p. 40/012300).
 - (c) Janet Nielsen moved that the revised construction documents be accepted as proposed. Dee Bebensee seconded the motion. Motion carried unanimously.
 - ii) Michelle reported that a representative of FEH Designs contacted the nine contractors that originally expressed interest in bidding the project to invite them to review the revised construction documents and submit a bid. Four of these contractors have said they plan to do so.

- (a) The Board discussed whether to re-advertise the project or to allow the bidding process to proceed with the contractors who have already expressed interest in the project based on the original advertisement.
 - (b) Dee Bebensee moved that the bidding process move forward without new advertising. Greg Williams seconded the motion. Motion carried unanimously.
- b. Strategic plan review
 - i) The Board reviewed the existing Strategic Plan and discussed ways that various goals can be simplified, modified, or made more general as we seek to implement them over the remainder of the goal period.
 - ii) It was noted that several goals have already been achieved or are in process of being completed.
- 9. President's Report
 - a. Janice Dickerson reported that the feedback received for Michelle's annual performance review was very positive.
- 10. Director's Report
 - a. See written report included in Board Packet for more information.
 - b. Michelle noted that Julie Tjepkes will be retiring from the Youth Services Librarian position effective December 20, 2019.
 - c. Michelle reported on the status of the ICN service, noting that it may be necessary to formally disconnect the service since the Library is not using it at this time.
 - d. Michelle reviewed several upcoming Board training opportunities. Several Board members are planning to attend the book discussion webinar on the book *13 Ways to Kill Your Community* scheduled for Thursday, September 19.
- 11. Other Business – none
- 12. Adjournment
 - a. Dee Bebensee moved that the meeting be adjourned. Janet Nielsen seconded. Motion to adjourn carried unanimously.
 - b. Meeting adjourned at 6:18 p.m.

Respectfully submitted,
Donald McLean