

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Tuesday, November 12, 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 Janice Dickerson (President).
 - a. Board members present: Dee Bebensee, Crystal Christensen, Janice Dickerson (President), Janet Nielsen (Vice-President), James Northwick, Greg Williams, Mark Johnson
 - b. City Council Liaison absent
 - c. Board members absent: Donald McLean (Secretary), Vicki Brown
 - d. Library Staff present: Michelle Andersen, Library Director
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
4. Approval of minutes from October 14, 2019
 - a. Dee Bebensee moved that the minutes be approved as submitted. Crystal Christensen seconded. Motion carried unanimously.
5. Correspondence:
 - a. Produce in the Park-Thank you for what the library's participation in 2019.
 - b. Endowment fund balance-\$6,402 are the funds available to grant
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 with the exception of the capital improvement lines. Janet Nielsen seconded. Motion carried unanimously.
7. Unfinished Business
 - a. None
8. New Business
 - a. Furniture and Shelving Bids. Greg Williams moved that we accept the bids for LFI and Workspace. Crystal Christensen seconded. Motion carried unanimously.
 - b. 2019 Endowment distribution. Janet Nielsen moved that we receive the endowment disbursement of \$6,402 for the capital improvement fund. Crystal Christensen seconded. Motion carried unanimously.
9. President's Report: none
10. Director's Report
 - a. Cass County Supervisors-asking for our funds from the county match the state average funds for a library our size. Cass County librarians have asked for a staggered increase over the next few years to work towards that goal.
 - b. City Council-shared the FY19 annual report at the last meeting
11. Other Business
 - a. Construction update-Start date is December 2nd. It will be completed by February 28th with new furniture added after. We hope to be back to normal by the 3rd week of March.
 - b. Hiring Update-Applications are due November 13th. There are 11 applications currently.

- c. Julie's retirement party December 7th-Board asked to contribute towards a flower arrangement.
- d. Board Education: Hoopla review and e-books update- Gave update on ebooks and how that affects the Atlantic Library and its patrons.

12. Adjournment

- a. Dee Benbensee moved that the meeting be adjourned. Mark Johnson seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:23 p.m.

Respectfully submitted,

James Northwick
Acting Secretary