

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Tuesday, December 9, 2019, 5:30 pm
Library – Second Floor Meeting Area**

1. Call to Order: The meeting was called to order at 5:31 p.m. by Janice Dickerson (President).
 - a. Board members present: Dee Bebensee, Crystal Christensen, 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
 - 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. James Northwick seconded. Agenda approved unanimously.
3. Public Comment:
 - a. None offered
4. Approval of minutes from November 12, 2019
 - a. Dee Bebensee moved that the minutes be approved as submitted. Donald McLean seconded. Motion carried unanimously.
5. Correspondence:
 - a. None received.
6. Bills & Finances
 - a. Michelle Andersen reviewed the bills and finances from the last month with the Board.
 - b. Crystal Christensen moved that all bills be paid as presented, with the clarification that the cakes for Julie's retirement party cost less than estimated, and so total bills for the month come to \$4,248.43. Dee Bebensee seconded. Motion carried unanimously.
7. Unfinished Business
 - a. None
8. New Business
 - a. New computer equipment for downstairs
 - i) The Board reviewed an estimate from Maynard Custom Solutions (Estimate #211) for computer equipment for a total cost of \$4,013.00. The cost of this equipment will be taken from the Library's line in the City's Equipment Reserve Fund.
 - ii) Janet Nielsen moved that the Board accept the estimate from Maynard Custom Solutions. Crystal Christensen seconded. Motion carried unanimously.
 - b. CIPA compliant internet filter
 - i) The Board reviewed an estimate from Maynard Custom Solutions (Estimate #212) that presented three CIPA Compliant internet filter options.
 - ii) Janet Nielsen moved that the Board go with the Meraki MX67 5 Year Advanced Security License as listed in the estimate, with the cost to be taken from the Library's line in the City's Equipment Reserve Fund. Crystal Christensen seconded. Motion carried unanimously.

- c. Review By-laws
 - i) The Board reviewed the Library's By-laws, with discussion focusing on the role of the Finance Committee as described in Article 4.
 - ii) Upon review, the Board decided to leave the By-laws unchanged.
- 9. President's Report
 - a. None to report
- 10. Director's Report
 - a. Michelle distributed Library statistics for November 2019.
 - b. Michelle updated the Board on the hiring of Sue Petersen as the Youth Services Librarian. Her compensation will start at \$16.75 per hour. Sue began work on Monday December 9, 2019.
 - c. Michelle reported that there was an excellent turnout for the Open House on Saturday, December 7 in honor of Julie Tjepkes's retirement. Julie's last day at the Library will be Friday, December 20.
- 11. Other Business
 - a. Renovation updates
 - i) Michelle noted that several other City departments have been very helpful with preparations related to the renovation, including the Wastewater, Streets, and Parks and Recreation departments. The Chamber of Commerce also donated some storage containers for storing shelving unit hardware.
 - ii) United Construction informed Michelle that the Library needs to be tested for asbestos before construction can proceed. FEH Designs has instructed us that new testing must be done even though testing has been done in the past. Michelle has contacted a company that agreed to get the testing done as soon as possible so as not to delay the project more than necessary.
 - iii) United Construction has requested use of a key to the Library building so that their crew has access to the Library for the duration of the construction phase. The consensus of the Board was that this is acceptable.
 - b. Michelle reported that the Library will be used as a caucus site for the February political caucuses. The Library closes at 7:00 that evening, and the caucuses begin at 7:00, so there should be minimal interference with Library business.
- 12. Adjournment
 - a. James Northwick moved that the meeting be adjourned. Janet Nielsen seconded. Motion to adjourn carried unanimously.
 - b. Meeting adjourned at 6:17 p.m.

Respectfully submitted,

Donald McLean,
Board Secretary