

**Atlantic Public Library Board of Trustees**  
**Monthly Meeting Agenda**  
**Tuesday, January 13, 2020, 5:30 pm**  
**Library – Second Floor Meeting Area**

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, Vicki Brown, Crystal Christensen, Janice Dickerson (President), Mark Johnson, Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Greg Williams
  - b. City Council Liaison present: Richard Casady
  - c. Board members absent: none
  - 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. Crystal Christensen seconded. Agenda approved unanimously.
3. Public Comment:
  - a. The Board welcomed the new City Council representative, Dick Casady.
4. Approval of minutes from December 9, 2019
  - a. Dee Bebensee moved that the minutes be approved as submitted. Vicki Brown seconded. Motion carried unanimously.
5. Correspondence:
  - a. None to review.
6. Bills & Finances
  - a. Michelle Andersen reviewed the bills and finances from the last month with the Board.
  - b. James Northwick moved that all bills be paid as presented. Janet Nielsen seconded. Motion carried unanimously.
7. Unfinished Business
  - a. None
8. New Business
  - a. Asbestos abatement
    - i) The Board reviewed two bids for removing the asbestos found by AMI on the lower level. The Board received bids from REW Services Corp. and Bockmann Inc.
    - ii) Michelle noted that the required post-abatement air quality testing is included in the Bockmann bid, but not in the REW bid. The testing will cost an extra \$725 if the Board selects the REW Services Corp. bid.
    - iii) It was noted that REW Services Corp. recently did a successful abatement project at one of the schools in Atlantic.
    - iv) James Northwick moved that the Library accept the bid from REW Services Corp. Mark Johnson seconded the motion. Motion carried unanimously.
  - b. FY21 budget
    - i) Michelle reviewed the proposed budget to be submitted to the City Council.
    - ii) Dee Bebensee moved that the Board accept the proposed budget as presented. James Northwick seconded. Motion carried unanimously.

- c. Host ILA Spring Symposium, April 30-May 1
  - i) The Atlantic Library has been asked to host the two day ILA Spring Symposium regional library training on April 30-May 1, 2020.
  - ii) In order to host the symposium, the Library would need to be closed to patrons both days. These dates fall on a Thursday and Friday. It is estimated that the training will be attended by 30-40 library staff from around the region.
  - iii) Crystal Christensen moved that the Library be closed April 30 and May 1 in order to host the symposium. Dee Bebensee seconded. Motion carried unanimously.
- 9. President's Report
  - a. None to report
- 10. Director's Report
  - a. Michelle reviewed items from her written report as submitted in the Board packet.
  - b. Michelle gave an overview of the circumstances of an Iowa Civil Rights Commission complaint that has been filed by a former volunteer who was placed at the Library by West Central Community Action.
  - c. Michelle gave details of an online Board training opportunity available on January 16. She will also distribute the recording link to the Board when it is made available for those who are not able to attend the live session.
  - d. Michelle reviewed other upcoming events and opportunities, including the CCLA Trivia Night fundraiser on March 7.
- 11. Other Business
  - a. Renovation updates:
    - i) Work is on hold until the asbestos abatement is finished. Work can begin as soon as the abatement is complete, hopefully by the last week of January.
    - ii) Approximately 60% of the cost of the Maker Space has already been funded by donations received.
  - b. Continuing education: Board recruitment
    - i) Michelle shared information about Board recruitment from a State Library course she took recently as a training module for the Board.
    - ii) Dee, Crystal and Don are completing terms in June 2020, and should let Michelle know by March if they are interested in being reappointed.
    - iii) The Board reviewed a flyer Michelle designed as a possible recruitment tool. The flyer explains the expectations and responsibilities of serving as a Library Trustee.
- 12. Adjournment
  - a. Dee Bebensee moved that the meeting be adjourned. Crystal Christensen seconded. Motion to adjourn carried unanimously.
  - b. Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Donald McLean,  
Board Secretary