

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Tuesday, February 10, 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 Janet Nielsen (Vice-President).
 - a. Board members present: Dee Bebensee, Vicki Brown, 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: Crystal Christensen
 - 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. Vicki Brown seconded. Agenda approved unanimously.
3. Public Comment:
 - a. None present.
4. Approval of minutes from January 13 and January 30
 - a. Vicki Brown moved that the minutes from the January 13 regular meeting and the January 30 special meeting be approved as submitted. James Northwick seconded. Motion carried unanimously.
5. Correspondence:
 - a. Iowa West Foundation grant extension – Michelle reported that the Library has been granted an extension until July 1st for the Iowa West Foundation grant.
 - b. 2019 Endowment statement & 2020 Endowment funds available – Michelle reported that the latest statement says there is \$7,208 available for distribution in this calendar year.
 - c. Thank you from Julie – The Board received a thank you note from Julie Tjepkes for her retirement party in December.
6. Bills & Finances
 - a. Michelle reviewed the bills and finances from the last month with the Board.
 - b. Dee Bebensee moved that all bills be paid as presented. Vicki Brown seconded. Motion carried unanimously.
7. Unfinished Business
 - a. None
8. New Business
 - a. Accreditation application
 - i) The Library is due for our three-year accreditation in 2020. The renewal application is due at the end of this month. Michelle is filing the necessary paperwork and no action is needed by the Board.
 - b. 2020 Endowment Disbursement
 - i) Vicki Brown moved that the Library request that the \$7,208 available for distribution from the Endowment Fund be withdrawn and deposited as private monies into the

Capital Improvement line. Dee Bebensee seconded the motion. 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 added that she is in the process of reviewing the accuracy of the Library's insurable valuables list.
11. Other Business
 - a. Renovation updates
 - i) Michelle reported that the asbestos abatement process resulted in an uneven floor surface because only some parts of the floor needed to be removed. The new carpet tiles cannot be installed until the floor is made even in some way.
 - ii) United Construction suggests that the uneven surface be ground down until there is a workably even surface. The results of this option will not be under warranty because of the asbestos removal chemicals. The surface will not be perfectly even, but it should be sufficient for the carpet tiles.
 - iii) The Board decided to proceed with United Construction's recommendation to pursue grinding the floor to prepare it for the application of the carpet tiles. The Board asked Michelle to inform FEH Design that we are proceeding with this plan and that we will be expecting a change order related to this additional work.
 - b. Meet Sue Petersen
 - i) Sue Petersen joined the meeting to introduce herself. She reported on some of the projects she has been working on related to children's resources and programming.
 - ii) Sue has also been working on writing proposals for several corporate and foundation grants to help with some of the renovation-associated costs and other library needs.
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,
Board Secretary