

Atlantic Public Library Board of Trustees
Monthly Meeting Minutes
Monday, March 9, 2020, 5:30 pm
Library Upstairs

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), Janet Nielsen (Vice-President), James Northwick, Greg Williams
 - b. City Council Liaison present: Richard Casady
 - c. Board members absent: Mark Johnson and Donald McLean (Secretary)
 - d. Library Staff present: Michelle Andersen, Library Director
 - e. Guests:
2. Approval of Agenda:
 - i) Dee moved that the agenda be approved as presented. Greg seconded. Agenda approved unanimously.
3. Public Comment:
 - a. none
4. Approval of minutes from February 10, 2020
 - a. Crystal Christensen moved that the minutes be approved as submitted. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence:
 - a. County funding came in. Received \$20,200 for FY 2021 which is up \$3,000 from this year.
6. Bills & Finances
 - a. Michelle Andersen reviewed the bills and finances from the last month with the Board.
 - i) Amended bills to add refund for found book.
 - ii) Vicki Brown moved that all bills be paid as presented. Janet Nielsen seconded. Motion carried unanimously.
7. Unfinished Business
 - a. None
8. New Business
 - a. Renovation change orders
 - i) James Northwick moved to approve the extra floor prep after asbestos abatement (\$8,635). Don McLean seconded. Motion carried with 8 affirmative votes by e-mail.
 - ii) Vicki moved to approve the additional lights as indicated on drawing (\$1,115). Don McLean seconded. Motion carried with 6 affirmative votes by e-mail.
 - iii) Vicki Brown moved to approve the change order to increase data ports in the genealogy office (\$362). Crystal Christensen seconded. Motion carried unanimously.
 - b. Per Mar remote fire monitoring panels upgrade
 - i) Dee Bebensee moved to update the fire monitoring panels without adding the pull at a total cost of \$1420. The monthly fee will also increase by \$25. Crystal Christensen seconded. Motion carried unanimously.
 - c. Contracting Cities for FY21

- i) Dee Bebensee moved to approve sending library service contracts to Marne, Wiota, and Brayton. Janet Nielsen seconded. Motion carried unanimously.

9. President's Report

- a. none

10. Director's Report

- a. Spring symposium has been cancelled
- b. Michelle listed other building needs beyond renovation including replacing the hot water heater and fixing the wall in the men's bathroom
- c. Closing Thursday March 26th-April 4th for construction in lobby. Hoping to get the shelves back into the children's section during this timeframe.
- d. Hoping to schedule a renovation open house. Board consensus was to hold on a Saturday before the Used Book Sale.

11. Other Business

- a. Board members were invited to walk through the downstairs renovation after the meeting

12. Adjournment

- a. Dee Bebensee moved that the meeting be adjourned. Crystal Christensen seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:22 p.m.

Respectfully submitted,

James Northwick
Acting Secretary