

**Atlantic Public Library Board of Trustees**  
**Monthly Meeting Agenda**  
**Monday, April 13, 2020, 5:30 pm**  
**Library Upstairs Meeting Area and Online via Zoom**

1. Call to Order: The meeting was called to order at 5:30 p.m. by Janice Dickerson (President).
  - a. Janice Dickerson explained that the Board is meeting electronically as part of state and local efforts to halt the spread of the coronavirus.
    - i) Trustees were given the option to attend in person, online, or by phone.
    - ii) The public may participate online, and members of the public are asked to identify themselves by full name before speaking.
    - iii) A roll call vote will be taken of all Trustees in attendance for each item requiring a vote. Unanimous votes will be recorded as unanimous, and any votes with dissent will record who voted *aye* and who voted *nay*.
  - b. Board members present: Crystal Christensen, Janice Dickerson (President), Mark Johnson, Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Greg Williams
  - c. City Council Liaison present: Richard Casady
  - d. Board members absent: Dee Bebensee, Vicki Brown
  - e. Library Staff present: Michelle Andersen (Library Director)
  - f. Guests: none
2. Approval of Agenda:
  - a. Janet Nielsen moved that the agenda be approved as presented. Greg Williams seconded. Agenda approved unanimously.
3. Public Comment:
  - a. No members of the Public were present.
4. Approval of minutes from March 9, 2020
  - a. Greg Williams moved that the minutes from the March 9, 2020 meeting be approved as submitted. Crystal Christensen seconded. Motion carried unanimously.
5. Correspondence:
  - a. Michelle Andersen reported that the Library received two grants since the last meeting – a grant for \$500 from Casey’s and a grant for \$3000 from the Cass County Community Foundation. These grants will be applied toward replacement window coverings.
6. Bills & Finances
  - a. Michelle reviewed the bills and finances from the last month with the Board.
  - b. James Northwick moved that all bills be paid as presented. Crystal Christensen seconded. Motion carried unanimously.
7. Unfinished Business
  - a. None
8. New Business
  - a. Personnel Policy: Library Closing Due to Unforeseen Circumstances
    - i) The current Personnel Policy designates the Library Director to make any decisions about staying open or closing when unforeseen circumstances arise.

- ii) This policy was the basis for Michelle's decision to close the Library in response to the coronavirus pandemic and the Governor's declaration of a public health disaster on March 17.
    - iii) The Board affirmed its strong support for Michelle's decision, and discussed the benefits of having a member of the Board share this responsibility with the Director.
    - iv) Crystal Christensen moved that the Personnel Policy be amended to say that the Library Director and the Board President or Vice-President will determine if the Library should close due to unforeseen circumstances. Greg Williams seconded. Motion carried unanimously.
  - b. Circulation Policy: Allow creation of library cards via electronic means?
    - i) There have been a small number of requests for new library cards during the period the Library is closed because of the pandemic. Staff were not able to meet these requests because the current Circulation Policy requires that a patron must sign up for a new card in person at the Library.
    - ii) Janet Nielsen moved that Library staff be allowed to create a temporary electronic library card for a new patron in the event of an extended Library closing, with the understanding that this temporary card will be converted to a regular card when the Library reopens and the patron is able to complete the process in person. Greg Williams seconded. Motion carried unanimously.
  - c. Makerspace Policy
    - i) The Board reviewed a draft of a Makerspace Policy to guide how the new Makerspace will be used by Library patrons.
    - ii) Discussion focused on whether there should be a fee associated with replacing consumable materials and what qualifies as a consumable material. Michelle will work with Sue to develop a list.
    - iii) Janet Nielsen moved to table the Makerspace Policy to a future meeting. Crystal Christensen 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 reminded the Board that there will be two open positions on the Library Board as of July 1, 2020.
- 11. Other Business
  - a. Renovation updates
    - i) Extra down lights: The majority of the new lights are installed, but a few are still pending due to design issues.
    - ii) Extra electrical work in bathrooms: Additional lighting panels were needed in order to have adequately lit restrooms, and capacity for exhaust fans also needed to be added. Neither of these needs was addressed in the original design plans.
    - iii) Working with FEH Design & KCL Engineering: The Board discussed the status of our satisfaction with FEH Design's work and implications for future projects.
  - b. Phone issues

- i) Michelle reported that the Library phone system has been having some issues that will hopefully be resolved when the new VoIP system being arranged by the City replaces the existing system, hopefully later this year.

12. Adjournment

- a. Greg Williams moved that the meeting be adjourned. James Northwick seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Donald McLean,  
Board Secretary