

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, May 11, 2020, 5:30 pm
Library Meeting Room 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 this month 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: Dee Bebensee, Vicki Brown, Janice Dickerson (President), Mark Johnson, Donald McLean (Secretary), James Northwick, Greg Williams
 - c. City Council Liaison absent: Richard Casady
 - d. Board members absent: Crystal Christensen, Janet Nielsen (Vice-President)
 - e. Library Staff present: Michelle Andersen (Library Director)
 - f. Guests: none
2. Approval of Agenda:
 - a. Dee Bebensee 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 April 13, 2020
 - a. Vicki Brown moved that the minutes from the April 13, 2020 meeting be approved as submitted. Dee Bebensee seconded. Motion carried unanimously.
5. Correspondence:
 - a. Michelle Andersen summarized the latest endowment statement, which indicates that the Library has received the full \$7,208 available this year. These funds were deposited into the CIP fund.
 - b. Michelle read from an email received from City Administrator John Lund commending our Library staff and other Department Heads for their handling of the coronavirus crisis.
6. Bills & Finances
 - a. Michelle reviewed the bills and finances from the last month with the Board, and highlighted several Building & Grounds related items (line 6310).
 - b. Three additional bills were added to what was presented in the packet:
 - i) \$61.15 to be taken from the Gifts Account, for a total of \$356.15
 - ii) J&J Design signage bill (“floor dots” for pandemic-related traffic control)
 - iii) A billing fee to Quill due to an arithmetic error
 - c. Dee Bebensee moved that all bills be paid as presented with the noted additions. James Northwick seconded. Motion carried unanimously.

7. Unfinished Business

a. Makerspace Policy:

- i) Michelle updated the Board on the question we had last month as to what sort of items would have a cost for patrons when used.
 - (a) Examples include filament for 3-D pen, felt needles, felt, duct tape, and Lilypad LED lights.
 - (b) The plan would be to weigh these items when used on a kitchen scale and then charge \$0.75 per ounce for what is used.
- ii) Dee Bebensee moved that the Makerspace Policy be approved as presented. Greg Williams seconded. Motion carried unanimously.

8. New Business

a. Copier lease 60-month contract

- i) Michelle presented proposal from three vendors for 5 year/60 month contracts for two copiers – upstairs and down.
- ii) James Northwick moved that the Library contract with Counsel for the proposal presented in the packet. Dee Bebensee seconded. Motion carried unanimously.

b. Lighting proposal from KCL Engineering

- i) Michelle reported that on the final walk through of the renovated downstairs space, KCL Engineering agreed that their lighting plan did not work and the lighting in this area is insufficient as completed.
- ii) To solve the problem, KCL recommends that the existing four rows of light be shifted closer together and that a fifth row of additional lights be added in that area, and also that more light be added in Sue's office. They also offered a variation of this proposal that would involve repurposing the strip lights that were installed in the restrooms and putting different lights in the restrooms from the ones installed.
- iii) KCL representatives offered verbally to get the lights that would be needed for the library at cost instead of retail and to cover half the cost of the labor involved with installation. We are waiting to receive this proposal in writing.
- iv) Mark Johnson moved that Michelle Andersen be authorized to approve the needed lighting work as seems best to her, based on the cost and comparative effectiveness of the two options. Dee Bebensee seconded. Motion carried unanimously.

c. FY 21 Calendar (Hours, Holidays, Meetings)

- i) Michelle reviewed the FY21 Calendar as presented in the packet.
- ii) The following adjustment was made: The Library will be closed on Christmas Eve.
- iii) James Northwick moved that the FY21 Calendar be approved as presented in the packet, with the adjustment that the Library be closed on December 24. Dee Bebensee seconded. Motion carried unanimously.

9. President's Report

a. None to report

10. Director's Report

a. Reopening Plan

- i) Michelle reviewed the Reopening Plan with the Board. The Library will be open three days a week (Monday, Wednesday, Friday) through the end of May, at which time this plan will be reevaluated.

- ii) So far, usage has been within the set parameters in terms of door count.
 - iii) Atlantic is the only Cass County library open so far, though others will be opening as soon as next week.
 - iv) Grab & Go has gone very well, with lots of usage.
 - v) Our plan has been used as an example for other libraries in the state.
 - b. Summer Plan
 - i) The State Library is asking that Iowa libraries refrain from holding in-person programs until Autumn at the soonest.
 - ii) Our staff are now working on Grab & Go and virtual alternatives for summer programs.
 - c. The Board extends our congratulations to Youth Services Assistant Katlyn Sondag on her recent graduation from UNO with her bachelor's degree in library science and psychology.
11. Other Business
- a. Reminder: The Board is due to elect officers at the June meeting next month.
12. Adjournment
- a. Dee Bebensee moved that the meeting be adjourned. Vicki Brown seconded. Motion to adjourn carried unanimously.
 - b. Meeting adjourned at 6:23 p.m.

Respectfully submitted,

Donald McLean,
Board Secretary