

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Monday, July 13, 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. The Board is meeting electronically this month due to the Governor's extension of the coronavirus public health disaster proclamation through July 25, 2020.
    - i) Trustees have the option to attend in person, online, or by phone. Note that all Board members attended the meeting in person this month.
    - ii) The public may participate online, and members of the public are asked to identify themselves by full name before speaking.
  - b. Board members present: Buffy Barrs, Vicki Brown, Janice Dickerson (President), Mark Johnson, Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Becky Osborne, Greg Williams
  - c. City Council Liaison present: Richard Casady
  - d. Board members absent: none
  - e. Library Staff present: Michelle Andersen (Library Director)
  - f. Guests: Dave Jones (Mayor)
2. Approval of Agenda:
  - a. Janet Nielsen moved that the agenda be approved, with the addition of an update on the elevator hydraulic oil service (Old Business) and the swearing in of two new Trustees (New Business). Vicki Brown seconded the motion. Agenda approved unanimously.
3. Public Comment: None
4. Approval of minutes from June 8, 2020
  - a. Vicki Brown moved that the minutes from the June 8, 2020 meeting be approved as submitted. James Northwick seconded. Motion carried unanimously.
5. Correspondence: none received
6. Bills & Finances
  - a. Michelle reviewed the final financial status of the first-floor renovation project. The final total cost was \$251,256.34, with a deficit of \$51,035.15. This amount will be covered from the Gifts Fund.
  - b. Michelle reviewed the regular bills and finances from the last month with the Board. In addition to those presented in the Board packet, an additional \$634.91 (line 6310) is to be paid to Camblin's Plumbing & Heating for air conditioner maintenance.
  - c. James Northwick moved that all bills be paid as presented. Janet Nielsen seconded. Motion carried unanimously.
7. Unfinished Business:
  - a. Elevator hydraulic oil inspection service:

- i) Michelle and Janice gave an update on information they gathered about the reasons for having this inspection completed. The intention of the service is to extend the life of an older elevator by identifying problems that can be fixed.
- ii) Schindler Elevator charges \$400 for this one-time service.
- iii) If we were going to modernize the elevator in the near future, say in the next 2-3 years, the service is not necessary. But Schindler recommends it if we want to extend the life of the elevator beyond that time frame.
- iv) The Board consensus is that it is worth having the inspection completed.

## 8. New Business

### a. Administering of Oath of Office:

- i) Mayor Jones administered the oath of office to new Trustees Buffy Barrs and Becky Osborne at the beginning of the meeting.

### b. Niche Academy (video tutorials for the public and staff):

- i) Michelle explained that Niche Academy is a service that provides how-to videos for the various services the Library offers. The videos are embeddable in our existing website and can be linked with the services they cover. There are also specific tutorials available for staff to teach them how to promote and use these services.
- ii) The cost is \$1,100 per year, with no commitment or set-up fees. There is room to add Niche Academy in the budget because the Library recently dropped our subscriptions to Freegal and Novelist.
- iii) Greg Williams moved that the Library add Niche Academy as an online service. Vicki Brown seconded. Motion carried unanimously.

### c. Allowing in-person programs and volunteers during public health crisis

- i) The Library Staff have received questions from volunteers and patrons about resuming on site programs and volunteering.
- ii) The consensus among the Board members is to wait another month to see how the Atlantic school district handles the resumption of the new school year before deciding about in-person programming.
- iii) The Trustees expressed a preference during the coronavirus pandemic for staff-led programs over any programs that bring in outside speakers.
- iv) The Board decided to leave decisions about individual volunteers to the discretion of the Library Director.

## 9. President's Report

- a. None.

## 10. Director's Report

- a. Michelle reviewed highlights from her written report.
- b. The Library's State Accreditation is approved through June 30, 2023

## 11. Other Business

### a. Director evaluation:

- i) It is time for an annual performance evaluation for the Director.

- ii) We will use an evaluation tool offered online via Survey Monkey. Board members will receive a link for the evaluation via email and are asked to complete the form before the end of July. All responses are anonymous.
- b. Board education opportunities:
  - i) Michelle reminded Board members that these are available, and especially emphasized the October 8 session that will cover the new Trustees Handbook.
  - ii) Trustees should aim for participating in a minimum of 2 hours per year of training.

## 12. Adjournment

- a. Janet Nielsen moved that the meeting be adjourned. Mark Johnson seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:21 p.m.

Respectfully submitted,

Donald McLean  
Board Secretary