

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, August 10, 2020, 5:30 pm
Library Meeting Room and Online via Zoom**

1. Call to Order: The meeting was called to order at 5:37 p.m. by Janice Dickerson (President).
 - a. The Board is meeting electronically this month due to the State's Covid-19 public health disaster proclamation.
 - i) Trustees have the option to attend the meeting 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: Vicki Brown, Janice Dickerson (President), Donald McLean (Secretary), Janet Nielsen (Vice-President), Greg Williams
 - c. City Council Liaison present: Richard Casady
 - d. Board members absent: Buffy Barrs, Mark Johnson, James Northwick, Becky Osborne
 - e. Library Staff present: Michelle Andersen (Library Director)
 - f. Guests: none
2. Approval of Agenda:
 - a. Vicki Brown moved that the agenda be approved. Janet Nielsen seconded the motion. Agenda approved unanimously.
3. Public Comment: None
4. Approval of minutes from July 13, 2020
 - a. Vicki Brown moved that the minutes from the July 13, 2020 meeting be approved as submitted. Greg Williams seconded. Motion carried unanimously.
5. Correspondence: None received
6. Bills & Finances
 - a. Michelle reviewed the regular bills and finances from the last month with the Board.
 - b. Greg Williams moved that all bills be paid as presented. Janet Nielsen seconded. Motion carried unanimously.
7. Unfinished Business: none
8. New Business
 - a. Finance Committee: The Board reviewed a by-law rule which states that a Finance Committee may be appointed by the Board President to work with the Director in developing an annual budget.
 - i) It was noted that this is an option, not a requirement.

- ii) It was noted that extra work may be needed on the FY2022 budget because of the potential effects of the pandemic on the City budget.
 - iii) Janice Dickerson appointed herself and Vicki Brown to serve as a Finance Committee for the upcoming year.
 - b. Camblin proposal to replace air handler:
 - i) The Board reviewed the proposal submitted by Camblin Plumbing & Heating. It was noted that this is a necessary repair because it is essential for the functioning of both the air conditioning and heating systems.
 - ii) Janet Nielsen moved to accept the proposal. Greg Williams seconded. Motion carried unanimously.

9. President's Report

- a. Director's evaluation: Janice reported on the results of Michelle's annual review. The individual reviews that were submitted were consistently positive and affirming of Michelle's performance.

10. Director's Report

- a. Michelle reviewed highlights from her written report in the Board packet.
- b. Several building and tech-related issues came up in the last few weeks.
- c. The homeschool information panel held last month was successful and well attended.

11. Other Business

- a. Looking ahead to 2021: developing a strategic plan
 - i) The Board tabled this conversation to a future meeting
- b. Board education: a sampling of Niche Academy
 - i) Michelle gave the Board a digital tour of the new Niche Academy tutorial videos.

12. Adjournment

- a. Greg Williams moved that the meeting be adjourned. Vicki Brown seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:14 p.m.

Respectfully submitted,

Donald McLean
Board Secretary