

**Atlantic Public Library Board of Trustees  
Monthly Meeting Agenda  
Monday, September 14, 2020, 5:30 pm  
Library Meeting Room and Online via Zoom**

1. Call to Order: The meeting was called to order at 5:32 p.m. by Janice Dickerson (President).
  - a. The Board is meeting electronically due to public health concerns related to Covid-19.
    - 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: Buffy Barrs, Janice Dickerson (President), Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Becky Osborne, Greg Williams
  - c. City Council Liaison present: Richard Casady
  - d. Board members absent: 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 distributed. Greg Williams seconded the motion. Agenda approved unanimously.
3. Public Comment: None
4. Approval of minutes from August 10, 2020
  - a. Janet Nielsen moved that the minutes from the August 10, 2020 meeting be approved as submitted. Buffy Barrs seconded. Motion carried unanimously.
5. Correspondence: None received
6. Bills & Finances
  - a. Michelle Andersen reviewed the regular bills and finances from the last month.
  - b. James Northwick moved that all bills be paid as presented. Greg Williams seconded. Motion carried unanimously.
7. Unfinished Business: none
8. New Business
  - a. Review Collection Development Policy – The Board reviewed the current Collection Development Policy and made no changes.
  - b. Review Circulation Policy

- i) The Board discussed amending the Circulation Policy to allow Open Access patrons to use the Inter Library Loan service for resources that are part of the Iowa Shares program.
- ii) The Board discussed amending the Circulation Policy to add a fourth stage to the current process for reclaiming overdue items from patrons who have not returned them for an extended time.
  - (a) The additional fourth stage would involve sending a “payment due notice” to the patron via certified mail with signature required and adding the cost of the certified letter to the patron’s outstanding bill.
  - (b) Greg Williams moved to table amending the Circulation Policy so that the suggested changes can be incorporated. Becky Osborne seconded. Motion carried unanimously.

#### 9. President’s Report

- a. Janice Dickerson removed herself from the Finance Committee. James Northwick volunteered to serve and was appointed to the Finance Committee in her place.

#### 10. Director’s Report

- a. Michelle reviewed highlights from her written report in the Board packet.
- b. Michelle updated the Board on several troublesome building-related issues.
- c. Michelle reminded the Board of the opportunity to join her at the Library for the webinar covering the updated Trustee Handbook on October 8. Trustees should let Michelle know if they plan to attend.

#### 11. Other Business

- a. It was noted with sadness that Library Trustee Mark Johnson passed away since the Board’s last meeting. A Celebration of Life service is being planned for some time in October. Trustees are encouraged to consider possible nominees to fill the open spot on the Board.

#### 12. Adjournment

- a. Janet Nielsen moved that the meeting be adjourned. Becky Osborne seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:31 p.m.

Respectfully submitted,

Donald McLean  
Board Secretary