

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, October 12, 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 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) If any Trustees are attending online, 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, Vicki Brown, Janice Dickerson (President), James Northwick, Becky Osborne, Greg Williams
 - c. City Council Liaison present: Richard Casady
 - d. Board members absent: Donald McLean and Janet Nielsen (Vice-President)
 - e. Library Staff present: Michelle Andersen (Library Director)
 - f. Guests: none
2. Approval of Agenda:
 - a. Vicki Brown 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 September 14, 2020
 - a. Greg Williams moved that the minutes from the September 14, 2020 meeting be approved as submitted. Becky Osborne seconded. Motion carried unanimously.
5. Correspondence: None received
6. Bills & Finances
 - a. Michelle Andersen reviewed the regular bills and finances from the last month.
 - i) Brainfuse was a consortium bill. Michelle hopes to receive payment from all participating libraries within a couple months.
 - b. Vicki Brown moved that all bills be paid as presented. Greg Williams seconded. Motion carried unanimously.
7. Unfinished Business:
 - a. Review Circulation Policy
 - b. Greg moved that we make the following changes: patrons may fill out a new form or sign an account renewal when the account is up for renewal, open access patrons may make interlibrary loan requests provided the items can be sent by the state library courier

service, and changes and fees to the overdue notice process. Becky Osborne seconded. Motion carried unanimously.

8. New Business

- a. Transfer money from library gifts fund to cover renovation cost
 - i) Vicki Brown moved that we transfer money from the gifts fund to cover the deficit left from the renovation in one lump sum. Buffy Barrs seconded. Motion carried unanimously.
- b. Review Meeting Room Policy
 - i) Vicki Brown moved that we strike the projection screen from the meeting room policy and add the smart tv and DVD player as available equipment. Greg Williams seconded. Motion carried unanimously.

9. President's Report

- a. Nothing to report

10. Director's Report

- a. Michelle adjusted the digital library statistics sheet last month to group by downloadable things to read and downloadable things to watch or listen to.
- b. She completed the annual survey that is required by the state library. It flagged us on capital spending, magazine and DVD circulation, and programs. She adjusted the numbers on the programs as she had previously missed some programs.
- c. Vicki, Becky and Don were at the state handbook training. Next month they are offering a look at diversity on library boards. Talked about Cass County library training happening next spring.

11. Other Business

- a. Future grant possibilities
 - i) Michelle has ideas about how to spend the endowment this spring.
 - ii) She mentioned a Transforming Communities Grant and shared that possibility with the board.

12. Adjournment

- a. Greg Williams moved that the meeting be adjourned. Vicki Brown seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:04 p.m.

Respectfully submitted,

James Northwick
Acting Board Secretary