

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, November 9, 2020, 5:30 pm
Library Meeting Room and Online via Zoom

1. Call to Order: The meeting was called to order at 5:31 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), 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: Adam Skog
2. Approval of Agenda:
 - a. Janet Nielsen moved that the agenda be approved as distributed. Vicki Brown seconded the motion. Agenda approved unanimously.
3. Public Comment: None
4. Approval of minutes from October 12, 2020
 - a. Vicki Brown moved that the minutes from the October 12, 2020 meeting be approved as submitted. Greg Williams seconded. Motion carried unanimously.
5. Correspondence:
 - a. Michelle reported that the Omaha Community Foundation Endowment asked if the Atlantic Public Library would like to be listed as an eligible charity in an upcoming program. The Board welcomes being included, with gratitude.
 - b. Two thank you cards were passed around, one from the Dickerson family for gifts in memory of Janice's mother and one from the Bill Lippincott family.
6. Bills & Finances
 - a. Michelle Andersen reviewed the regular bills and finances from the last month. In addition to those listed in this month's board packet, a bill for concrete for \$579.60 is to be added to line 6310. This was for repairing a hole in the parking lot.
 - b. Vicki Brown moved that all bills be paid as presented. Becky Osborne seconded. Motion carried unanimously.

7. Unfinished Business: none

8. New Business

a. Review Electronic Access Policy:

- i) The Board members reviewed the Electronic Access Policy.
- ii) It was decided that no changes are needed at this time.

9. President's Report: none

10. Director's Report

- a. Michelle reviewed highlights from her written report.
- b. Michelle reported that she has recruited a new trustee, Adam Skog, to serve in the currently open position. Adam was present at the meeting as a guest, and introductions were made. He is scheduled to be appointed by the mayor at a City Council meeting later in November and will be sworn in thereafter.
- c. Michelle will be working on drafting an emergency plan that includes public health issues for the Library over the next several months.
- d. The next Cass County Library Trustee training is tentatively scheduled for March 2021 and will most likely be held via videoconference. Trustees should plan to attend either live or by watching the recorded version soon thereafter.
- e. Michelle reviewed a synopsis of her recent annual report presentation to the City Council.

11. Other Business

- a. Libraries Transform Communities grant: Michelle presented a plan to pursue a Libraries Transform Communities grant and the Board affirmed the value of this grant proposal.
- b. Greg Williams asked about the status of the Maker Space. Michelle reported that it is ready to go but has not been used yet due to Covid-related limits on activities.

12. Adjournment

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

Respectfully submitted,

Donald McLean
Board Secretary