

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, December 14, 2020, 5:30 pm
Library Meeting Room (downstairs) 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) 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), James Northwick, Becky Osborne, Adam Skog, Greg Williams
 - c. City Council Liaison present: Richard Casady
 - d. Board members absent: 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. James Northwick seconded the motion. Agenda approved unanimously.

3. Public Comment: None

4. Approval of minutes from November 9, 2020
 - a. Becky Osborne moved that the minutes from the November 9, 2020 meeting be approved as submitted. Greg Williams seconded. Motion carried unanimously.

5. Correspondence:
 - a. Michelle passed around a thank you note from Charlene Johnson, Mark Johnson's mother, for the gifts in Mark's memory.

6. Bills & Finances
 - a. Michelle Andersen reviewed the regular bills and finances from the last month.
 - b. There were two other bills that needed to be added to what was distributed in the packet.
 - i) Line 6310 = \$3850 for the new air handler installed by Camblin's Plumbing and Heating a few months ago.
 - ii) Line 6402 = \$150 for an ad in the 2021 Chamber of Commerce book.
 - c. James Northwick moved that all bills be paid as presented, with the two additions. Adam Skog seconded. Motion carried unanimously.

7. Unfinished Business: none

8. New Business

a. Adjust holiday closure schedule

- i) The Board discussed several options for the Library's schedule between Christmas and the New Year holiday.
- ii) Greg Williams moved that the Library building be closed from December 24 through January 2, with staff working as development days on December 28-31 and offering Curbside Pickup service on December 29-31. Vicki Brown seconded. The motion passed 7-1, with Trustees voting as follows:
 - (a) Buffy Barrs = No
 - (b) Vicki Brown = Yes
 - (c) Janice Dickerson = Yes
 - (d) Donald McLean = Yes
 - (e) James Northwick = Yes
 - (f) Becky Osborne = Yes
 - (g) Adam Skog = Yes
 - (h) Greg Williams = Yes

b. FY22 Budget

- i) Michelle presented a draft FY22 budget based on her recent meeting with City Administrator John Lund. All lines are the same as the FY21 budget, with the exception of salaries for which a small increase is proposed.
- ii) Buffy Barrs moved that the Board recommend the FY22 budget as presented. Adam Skog seconded. Motion carried unanimously.

c. Partnering with a doctoral candidate's final project

- i) The Board discussed a request from a local pastor to facilitate a book discussion group as part of her work on a doctoral dissertation exploring the intersection of faith and fiction. The group would be open to people of all and any faiths.
- ii) James Northwick moved that the discussion group proceed. Vicki Brown seconded the motion. Motion carried unanimously.

9. President's Report: none

10. Director's Report

- a. Michelle reviewed highlights from her written report.
- b. The Board reviewed usage statistics from 2018-2020 for digital services, circulation, and door count numbers.
 - i) The Board discussed the impact of the Covid-19 pandemic on these numbers.
 - ii) The suggestion was made that the Board look for ways to increase community awareness of Library services, especially after the pandemic is over.

11. Other Business

a. Cass County Community Foundation grant.

- i) Michelle asked for feedback on potential projects for a CCCF grant application.
- ii) The Board discussed the merits of the two options she presented:
 - (a) Option 1 = purchase two (2) four-person computer stations (~\$10,000)
 - (b) Option 2 = fund a hot-spot lending program (~\$3,500)

- iii) The general consensus among the Board members preferred option 1.
- b. Future capital improvements
 - i) The Board reviewed the current plan for future capital improvements for the Library.
 - ii) To this point, three major improvements have been identified:
 - (a) Upstairs Renovation = approximately \$200,000
 - (b) Elevator Overhaul = approximately \$70,000
 - (c) Replace Carnegie Windows = approximately \$18,000
 - iii) The Board discussed the possibility of breaking the upstairs renovation into a series of smaller projects that could be undertaken as funds are available rather than tackling it all as one big project. The Board will consider this approach at a future meeting by reviewing a list of potential distinct projects.

12. Adjournment

- a. Vicki Brown moved that the meeting be adjourned. Buffy Barrs seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:33 p.m.

Respectfully submitted,

Donald McLean
Board Secretary