

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