

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, January 11, 2021, 5:30 pm
Library Meeting Room (downstairs) 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), Donald McLean (Secretary), Janet Nielsen (Vice-President), James Northwick, Becky Osborne, Adam Skog, Greg Williams
 - c. City Council Liaison absent: Richard Casady
 - d. Board members absent:
 - 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. Janet Nielsen seconded the motion. Agenda approved unanimously.
3. Public Comment: None
4. Approval of minutes from December 14, 2020
 - a. James Northwick moved that the minutes from the December 14, 2020 meeting be approved as submitted. Vicki Brown seconded. Motion carried unanimously.
5. Correspondence:
 - a. Michelle Anderson reported that the Library was informed that we did not receive the Libraries Transforming Communities conversation grant, and that the NNLM digital health lending kits grant was not awarded to anyone at this time.
6. Bills & Finances
 - a. Michelle Andersen reviewed the regular bills and finances from the last month.
 - b. In addition to the bills in the meeting packet, Michelle presented an additional bill from Brown's electric and a bill from Per Mar Security. Both bills will be charged to line 5310.
 - c. Adam Skog moved that all bills be paid as presented, with the two additions. Becky Osborne seconded. Motion carried unanimously.
7. Unfinished Business: none
8. New Business
 - a. Review Patron Behavior Policy
 - i) The Board reviewed the existing Patron Behavior Policy.
 - ii) No changes were suggested or discussed.
 - b. Review Sex Offender against Minors Policy
 - i) The Board reviewed the Sex Offender against Minors Policy.

- ii) Michelle reported on recent discussion within the Iowa librarian community to the effect that libraries should not need a policy when the matter covered by the policy is explicitly addressed by State law, as in this case.
- iii) The Board decided to keep the Sex Offender against Minors Policy for the sake of clarity, with the following changes:
 - (a) Only *registered* sex offenders are banned from the Library.
 - (b) The *Library Director alone* makes the initial decision on whether a registered sex offender may be on library property, with review by the Library Board serving the function of an appeal process.
- iv) Michelle will revise the existing policy to incorporate these changes and bring the revised policy to the Board at a future meeting.
- v) Becky Osborne moved that the review of the Sex Offender against Minors Policy be tabled to a future meeting. Adam Skog seconded. Motion carried unanimously.
- c. Future capital improvement projects
 - i) The Board reviewed several possible capital improvement projects. Some of these ideas have been discussed in the past while others are more recent.
 - ii) The Board discussed some general principles, including the following:
 - (a) Do projects in logical order so that any work that is completed at one stage does not need to be undone at a later stage.
 - (b) Smaller projects might be covered by individual donors or groups.
 - (c) Changes that patrons can see and appreciate are good for morale.
 - (d) An updated Circulation Desk was identified as important.
 - (e) Spread the update projects over the next several years rather than doing as a single improvement project.

9. President's Report: None

10. Director's Report

- a. Michelle reviewed highlights from her written report.
- b. The data shows that the switch from Novelist to Syndetics was a good move for the Library. The "click uses" are approximately twice what they were with the old system.
- c. The Cass County Library Trustees training will be held on March 18, 2021.

11. Other Business: None.

12. Adjournment

- a. Janet Nielsen moved that the meeting be adjourned. Adam Skog seconded. Motion to adjourn carried unanimously.
- b. Meeting adjourned at 6:27 p.m.

Respectfully submitted,

Donald McLean
Board Secretary