

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, February 8, 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), James Northwick, Becky Osborne, Adam Skog, Greg Williams
 - c. City Council Liaison absent: 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. Greg Williams seconded the motion. Agenda approved unanimously.
3. Public Comment:
 - a. One member of the public was present via Zoom, but there was no public comment.
4. Approval of minutes from January 11, 2021
 - a. James Northwick moved that the minutes from the January 11, 2021 meeting be approved as submitted. Becky Osborne seconded. Motion carried unanimously.
5. Correspondence:
 - a. Michelle reported on the status of the library's endowment fund held with Community Foundations of Southwest Iowa. The Library used all of the 2020 spendable balance, and the estimated available balance for 2021 is \$7,702.
6. Bills & Finances
 - a. Michelle Andersen reviewed the regular bills and finances from the last month.
 - b. Adam Skog moved that all bills be paid as presented. Greg Williams seconded. Motion carried unanimously.
7. Unfinished Business:
 - a. Review Sex Offender against Minors Policy
 - i) The Board reviewed the revised draft presented in the Board packet.
 - ii) Vicki Brown moved to adopt the Sex Offender against Minors Policy as presented. James Northwick seconded. Motion carried unanimously.
 - b. Future capital improvement projects
 - i) The Board reviewed a list of possible Library facility updates that might be completed over the next several years.
 - ii) The top three updates needed in the Upstairs area identified by staff were an OPAC station, a new circulation desk, and new paint and flooring.

- iii) The Board agreed that the list reviewed is a helpful summary of facility priorities and should guide future grant proposal submissions and budget decisions.
8. New Business
- a. Review Personnel Policy
 - i) The Board reviewed the existing Personnel Policy, along with a few proposed revisions that are needed for consistency throughout the document and/or to bring the Library's Personnel Policy in alignment with City personnel policies.
 - ii) No additional changes were suggested.
 - iii) James Northwick moved that the updated Personnel Policy be adopted as proposed. Adam Skog seconded. Motion carried unanimously.
9. President's Report:
- a. Janice Dickerson thanked all those who read aloud on the Library's Facebook page for *World Read Aloud Day* on Wednesday, February 3.
10. Director's Report
- a. Michelle reviewed highlights from her written report.
 - b. Michelle reported that there has been a good response to the Library satisfaction survey that she ran in the last few weeks, and she is now tabulating responses.
 - c. Michelle provided an overview of ILA information on various matters before the Iowa legislature in the current term.
 - d. Reminder that the Cass County Library Trustees training will be held on March 18, 2021 via Zoom. All Trustees are encouraged to attend.
11. Other Business:
- a. Michelle gave an update on the status of funds available for this year's Summer Reading Program. At present, there is \$1,000 from the Friends of the Library, and \$1,000 from Atlantic Rotary.
 - b. The Cass County Librarians are working together to pursue the possibility of bringing the Dolly Parton *Imagination Library* program to our area. This program would provide a free book each month to children ages 0-5 who live in Cass County. Funding needs to be secured, and the goal is to begin enrolling families in 2022.
12. Adjournment
- a. Greg Williams moved that the meeting be adjourned. Becky Osborne seconded. Motion to adjourn carried unanimously.
 - b. Meeting adjourned at 6:09 p.m.

Respectfully submitted,

Donald McLean
Board Secretary