

Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, March 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 pm by Janice Dickerson (Presidents).
 - a. Board members present: Buffy Barrs, Vicki Brown, Janice Dickerson (President), Janet Nielsen (Vice-President), James Northwick, Becky Osborne, and Greg Williams.
 - b. City Council Liaison present: Richard Casady
 - c. Board members absent: Donald McLean (Secretary) and Adam Skog
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: (none present)
2. Approval of Agenda:

Janet Nielsen moved that the agenda be approved as distributed. Vicki Brown seconded the motion. Agenda approved unanimously.
3. Approval of minutes from February 8, 2021
Vicki Brown moved that the minutes from the February 8, 2021 meeting be approved as submitted. Becky Osborne seconded. Motion carried unanimously.
4. Public Comment: None
5. Correspondence: None
6. Bills & Finances
 - a. Michelle Andersen reviewed the regular bills and finances from the last month.
 - b. Vicki Brown moved that all bills be paid as presented. Greg Williams seconded. Motion carried unanimously.
7. Unfinished Business: None
8. New Business
 - a. Youth Services Assistant and Adult Services Librarian job descriptions
 - i. The city offices preferred that this is changed to make the wording more clear that there is no health insurance benefit with these positions.
 - ii. Greg Williams moved that the job descriptions be updated to say “up to 29.5 hours per week”. Janet Nielsen seconded. Motion carried unanimously.
 - b. Contracting cities
 - i. Buffy Barrs moved that we offer the contracts for contracting cities of Marne and Wiota at the same rate as last year. Greg Williams seconded. Motion carried unanimously.
 - c. Request for Circulation Policy exception
 - i. An Atlantic family that is temporarily living overseas has asked that we make an exception to our circulation policy to allow their family to receive library cards. They would be using the electronic services with their library card.
 - ii. Greg Williams moved that we make an exception and offer them library cards. Buffy Barrs seconded. Motion carried unanimously.
9. President’s Report: None
10. Director’s Report

- a. Michelle has updated the website and it looking to continue to do so by adding exterior pictures of the building this spring or summer.
- b. CCLA is moving forward with the Dolly Parton Imagination Library with a promise of a private donation towards the project.
- c. Friends of the Library are hosting community shred day on April 10 and used book sale April 21-23.
- d. County trustee training is on March 18th from 6-8 pm. Attend live by Zoom or at the library; a recording will be available if unable to attend the live training.
- e. The Dr. Seuss books that will no longer be printed are being held in a staff office to protect them from being stolen.

11. Other Business:

- a. Community Facilities Rural Development Grant from USDA will be used for replacing computer tables and purchasing new equipment as well as painting and flooring the upstairs. There is a possibility of over \$26,000 if the grant is received.
- b. Anticipated timeline for hiring new staff: applications will be accepted through March 25. If all goes well, Michelle plans to have a replacement selected by the next board meeting.

12. Adjournment:

- a. Janet Nielsen moved that the meeting be adjourned. Greg Williams seconded. Motion carried unanimously.
- b. Meeting adjourned at 6:05 pm