

**Atlantic Public Library Board of Trustees**  
**Monthly Meeting Agenda**  
**Monday, April 12, 2021, 5:30 pm**  
**Library Meeting Room (downstairs)**

1. Call to Order: The meeting was called to order at 5:30 p.m. by Janice Dickerson (President).
  - a. 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
  - b. City Council Liaison present: Richard Casady
  - c. Board members absent: none
  - d. Library Staff present: Michelle Andersen (Library Director)
  - e. Guests: none
2. Approval of Agenda:
  - a. Janice Nielsen moved that the agenda be approved as distributed. Vicki Brown seconded the motion. Agenda approved unanimously.
3. Public Comment:
  - a. None
4. Approval of minutes from March 8, 2021
  - a. Vicki Brown moved that the minutes from the March 8, 2021 meeting be approved as submitted. Greg Williams seconded. Motion carried unanimously.
5. Correspondence:
  - a. Grant updates – Michelle reported that the Library received two major grants:
    - i) \$5,000 Cass County Community Foundation Grant
    - ii) \$26,300 USDA Rural Development Grant.
6. Bills & Finances
  - a. Michelle reviewed the regular bills and finances from the last month.
  - b. James Northwick moved that all bills be paid as presented. Adam Skog seconded. Motion carried unanimously.
7. Unfinished Business:
  - a. None
8. New Business
  - a. Phone service:
    - i) Michelle reviewed the Library’s current phone service plan. The Library has a total of four lines with Century Link: 2 voice, 1 fax, and 1 dedicated line for the elevator. This plan costs approximately \$300 per month.
    - ii) The Board considered other more cost-effective phone service options from Mediacom. It was noted that the elevator line must be able to work in the event of power outage, and Mediacom is not able to guarantee this for technological reasons.
    - iii) Vicki Brown moved that the service for the voice lines and the fax line be switched to Mediacom and the dedicated elevator line be kept with Century Link. Greg Williams seconded. Motion carried unanimously.
  - b. FY22 Holidays:
    - i) The Board reviewed the proposed holiday schedule for the Library for FY22.

- ii) Adam Skog moved that the holiday schedule be approved as presented. Buffy Barrs seconded. Motion carried unanimously.
9. President's Report:
- a. None.
10. Director's Report
- a. Michelle reviewed highlights from her written report.
  - b. The Cass County Library Association has been approved by the *Dolly Parton Imagination Library* program, and the Nishna Valley YMCA has agreed to be our non-profit partner. Michelle is working on a press release announcing the program and will begin accepting donations to fund the project.
  - c. Michelle noted two usage-related items from the statistics report:
    - i) Michelle is planning to let our *Flipster* subscription lapse since it is not being used very much by patrons.
    - ii) The *Transparent Languages* service also does not get much use. The cost for this service will no longer be subsidized by the State once the new fiscal year begins, and so it may make sense to drop this service as well.
11. Other Business:
- a. New staff member hired: Michelle updated on the Board on the decision to hire Jake Burgess for the Youth Services Assistant position. He will start on May 3.
  - b. Trustee training re-cap from March 18: Michelle thanked those who attended the training. The consensus was that the training was helpful, and provided lots of information.
12. Adjournment
- a. Becky Osborne moved that the meeting be adjourned. Vicki Brown seconded. Motion to adjourn carried unanimously.
  - b. Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Donald McLean  
Board Secretary