

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, March 13, 2023, 5:30 pm
Library**

1. Call to Order: The meeting was called to order at 5:30 p.m. by Vicki Brown (President)
 - a. Board members present: Becky Osborne, David Schwab, Donald McLean, Janice Dickerson, Vicki Brown (President), James Northwick, Janet Nielsen
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Greg Williams(Vice-President), Buffy Barrs
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: None
2. Public Comment: None
3. Minutes from the February 12, 2023 meeting were approved as distributed.
4. Bills & Finances
 - a. Michelle Andersen reviewed the bills from the past month.
 - b. Janet Nielsen moved that all bills be paid (as amended). Becky Osborne seconded. Motion carried unanimously.
5. Reports
 - a. President's Report: None
 - b. Director's Report: Michelle went over her written report.
 - i) She added that Jody will be recognized for 10 years of service at the next city council meeting.
 - ii) Michelle also shared about the hiring of the youth services assistant.
6. Policy Review/Adoption
 - a. Collection Development Policy
 - i) Policy Reviewed
7. Unfinished Business:
8. New Business:
 - a. Contracting City Letters for FY24
 - i) Janice Dickerson moved that we send letters to Marne and Wiota for FY24; Don McLean seconded. Motion carried unanimously.
 - b. Library Clerk Job Description
 - i) David Schwab moved to post the position at \$10 an hour. Becky Osborne seconded, motion passed unanimously.
9. Other Business
 - a. Discussion of Trustee Handbook, Chapter 5

10. Adjournment

- a. Meeting adjourned at 6:16PM.

Respectfully submitted,

James Northwick
Trustee Board Secretary