

**Atlantic Public Library Board of Trustees
Monthly Meeting Agenda
Monday, September 11, 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: Greg Williams(Vice-President), Becky Osborne, Donald McLean, Janice Dickerson, Vicki Brown (President), James Northwick, David Schwab
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent: Janet Nielsen, Buffy Barrs
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: None

2. Public Comment: None

3. Minutes from the August 14, 2023 meeting were approved as distributed.

4. Bills & Finances
 - a. Michelle Andersen reviewed the bills from the past month.
 - i) Michelle would like to add to line 6506 to Staples for \$380.
 - ii) Greg Williams moved that all bills be paid (as amended). Donald McLean seconded. Motion carried unanimously.
 - b. 2023 Endowment Disbursement Request
 - i) Janice Dickerson moved that we request the grant, Greg Williams seconded. Motion carried unanimously.

5. Reports
 - a. President's Report: None
 - b. Director's Report: Reviewed written report

6. Policy Review/Adoption
 - a. Personnel Policy-Jobs Descriptions
 - i) Becky Osborne moves to update the qualifications of the library director, David Schwab seconded the motion. Motion carried unanimously.

7. Unfinished Business:

8. New Business:

9. Other Business
 - a. Cass County Trustee Training Thursday September 14 at 6:00PM in Anita

10. Adjournment

- a. Meeting adjourned at 6:20PM.

Respectfully submitted,

James Northwick
Trustee Board Secretary