

**Atlantic Public Library Board of Trustees
Monthly Meeting Minutes
Monday, November 13, 2023, 5:30 pm
Library Meeting Room**

1. Call to Order: The meeting was called to order at 5:30 p.m. by Vicki Brown (President)
 - a. Board members present: David Schwab, Donald McLean, Janice Dickerson, Vicki Brown (President), James Northwick, Janet Nielsen, Greg Williams(Vice-President), Becky Osborne, Buffy Barrs
 - b. City Council Liaison present: Dana Halder
 - c. Board members absent:
 - d. Library Staff present: Michelle Andersen (Library Director)
 - e. Guests: None
2. Public Comment: None
3. Minutes from the October 9, 2023 and October 23, 2023 meetings 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). Greg Williams seconded. Motion carried unanimously.
5. Reports
 - a. President's Report: None
 - b. Director's Report:
 - i) Shared that the library was designated as a beneficiary of the estate of Sherry Ann Toelle.
 - ii) She reviewed the rest of her written report.
6. Policy Review/Adoption
7. Unfinished Business:
 - a. Upstairs Interior Updates Bids
 - b. David Schwab moved that we approve the bid for flooring from Interior Touch and the moving bid from Library Furniture International. Donald McLean seconded. Motion carried unanimously.
8. New Business:
 - a. Tablet Station
 - i) Greg Williams moved that we approve the tablet station update through Envision. Becky Osborne seconded. Motion carried unanimously.
 - b. New upstairs circulation desk proposal

i) Discussion was had on updating the desk, no action was taken.

9. Other Business

10. Adjournment

a. Meeting adjourned at 6:16PM.

Respectfully submitted,

James Northwick
Trustee Board Secretary