

**Atlantic Public Library Board of Trustees**  
**Monthly Meeting Minutes**  
**Monday, February 12, 2024, 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: Buffy Barrs, Vicki Brown (President), Janice Dickerson, Donald McLean, Becky Osborne, David Schwab, Greg Williams (Vice-President)
  - b. City Council Liaison present: Mike McDermott
  - c. Board members absent: James Northwick, Janet Nielsen
  - d. Library Staff present: Michelle Andersen (Library Director)
  - e. Guests: None
2. Public Comment: None
3. Minutes from the January 8, 2024 meeting were approved as distributed.
4. Bills & Finances
  - a. Michelle Andersen reviewed the bills from the past month.
  - b. Janice Dickerson moved that all bills be paid as presented. Greg Williams seconded. Motion carried unanimously.
5. Reports
  - a. President's Report: None
  - b. Director's Report: See written report.
    - i) Michelle explained an issue that has come up related to smoke detector codes that affects the timing of the elevator refurbishment project.
    - ii) The upstairs remodeling project is on time to begin in a few weeks as scheduled. The library will remain open with some limited access to upstairs resources.
    - iii) Library staff will be able to work from home at Michelle's discretion during the remodeling project.
    - iv) The Board will need to consider at the beginning of 2025 whether to continue to offer the tablets station because the current tablets will become obsolete as of next year.
6. Policy Review/Adoption
  - a. Review Collection Development Policy:
    - i) The board reviewed and discussed the Collection Development Policy.
    - ii) No changes were made.
7. Unfinished Business:
  - a. FY25 Budget Proposals
    - i) Greg Williams moved that the Board recommend FY25 Budget Option #3 to the City Council, with the understanding that a higher amount may be used for compensation if the City Personnel & Finance Committee recommends more than a 2% increase for city personnel. Janice Dickerson seconded. Motion carried unanimously.

8. New Business:

- a. None

9. Other Business

- a. Proposed state legislation that may affect libraries.
  - i) The Board reviewed resources available online for understanding the various legislative issues currently under consideration in Iowa.
- b. Next month's meeting will be held in the City Council Chambers because of the remodeling project.

10. Adjournment

- a. Meeting adjourned at 6:33 pm.

Respectfully submitted,

Donald McLean  
(for James Northwick,  
Trustee Board Secretary)