

## Atkins Public Library Board Trustee Meeting Minutes

### City Council Room

Monday, May 6th, 2024, @ 4PM

Meeting called to order by President John Fiala.

Present- President John Fiala, Terry Carney, Pamela Duball and Donna Scheer. Absent- Michelle Lochner.

**Secretary's report** for April was reviewed. Scheer made motion to approve minutes, Carney second motion. Motion carried.

**Financial report-** Reviewed financial report. Director explained the Insurance and Workman's Comp. Director questioned Interim City Admin about how the access systems charges are figured. Access Systems has requested a meeting with City per Interim City Admin, Not sure of the context of this meeting.

#### Unfinished Business-

- Director updated Trustees on the raising of the CC limit per board Trustee approval at Board meeting dated January 18<sup>th</sup>, 2023, and recent Board meeting on March 4<sup>th</sup>, 2024, raising the CC limit from \$500.00 to \$2000.00. Director and President Fiala did meet with Interim City Admin about this matter in March. The Director shared where this stands as of last week.

#### New Business-

- Board Adopted Volunteer Policy. Carney made a motion to adopt the Volunteer Policy, Scheer seconded motion, motion carried.
- Scheer made a motion to approve Resolution No. LIB 2024-05-06 for the sale of discarded books and retired shelves to the Friends of the Atkins Library INC, Fiala seconded motion, motion carried.
- Book drop box was discussed. Board decided to try to turn the box facing east to see if this helps with water not entering the book drop box. Carney made a motion to turn the box facing the east and if possible, move it forward a bit so it would be reachable. Scheer seconded the motion, motion carried. Director would reach out to the Interim City Administrator asking if the City workers could do this. If not, the Director will reach out to seek help elsewhere.
- Director shared that the last pay raises for the library staff were on October 9<sup>th</sup>, 2022. Discussion was had on the completion of the Director's Certification Endorsement on December 28, 2023. The Board and Director will be looking into matters discussed.
- A student at Benton Community School Internship was discussed. This Internship will be through Kirkwood Workplace Learning Connection. It will be a total of 32 hours during the summer. Director will work with Internship Coordinator from Benton County and work with the student as they complete their internship workbook. Carney made a motion to approve the Library to Host the Internship this summer, Scheer seconded the motion, motion carried.

**Public Comments-** None

**Boards Report-** None

Access	Replacement Switch	INV1566458	\$302.55
Total Expenses-			\$ 9,458.89

**Income:**

Copies for April	\$36.80
Park Pavilion	\$365.00
FY24 4 <sup>th</sup> Quarter Allocation Benton County IA	\$1,461.25
Damaged Books	\$16.95
Bonnie Martin (card club donation)	\$75.00 (requested to be used in puzzle area)
Total Income for Library	\$1,590.00
Total Income for Park Pavilion (City)	\$365.00

Next Board Meeting- Set for June 3<sup>rd</sup>, 2024.

Adjournment- Carney made a motion to adjourn, Scheer seconded motion, motion carried.

John Fiala Date: 5/7/24  
 John Fiala, President

Jerry Carney Date: 5/7/24