

Atkins Public Library

Board Meeting Minutes

Wednesday, February 8th, 2023

Interim President Mike Less called meeting to order. Present: John Fiala, Terry Carney, Donna Scheer, Pamela Duball, Mike Less and Michelle Lochner.

Donna Scheer Made Motion to approve Secretary's report. Terry Carney second.

Financial report was reviewed. Board would like to see an itemized list each month of any items that are coming out of our budget. Pamela did have a conversation with Amy about this. Will continue to work with Amy but she is in training this week so unable to provide info. Two items needing review were a telephone charge and cleaning charge.

Board reviewed previous holiday schedule policy. Michelle Lochner made a motion to revert back to previous holiday schedule, Donna Scheer second. Motions passed unanimously.

Pamela has been asked to research a copy of the City Ordinance for the Library Trustees. We have a copy but it appears to have a page missing.

Board discussed a cash drawer policy. Board decided Pamela would maintain \$30.00 in the cash drawer for making change when needed. Every transaction will require a receipt and notation.

Board will be reviewing and implementing a cash drawer policy at the March meeting.

Pamela advised Board that each member will be receiving an email address, all library emails should be sent using these emails addresses.

Michelle Lochner volunteered to be Board Secretary.

Board reviewed list of bills. Donna Scheer made a motion to pay bills, Terry Carney seconded.

List of Bills:

Baker & Taylor	Books	\$170.92
DEMCO	Supplies	\$102.00
Quill	office supplies	<u>\$151.72</u>
Report total:		\$424.64

Pamela gave Directors report on statistics, overdrive and check in/outs for the month.

Next Library Board meeting set for March 8th at 4:00pm.

Terry carney motioned to adjourn meeting. Donna Scheer second motion.

Minutes approved: Terry Carney Date: 3/23/2023

Minutes approved: John Fiala Date: 3/23/23
Michelle Lochner 3/23/23