

**Atkins Public Library**  
**Board Meeting Minutes**  
**Monday, March 6<sup>th</sup>, 2023**

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

Donna Scheer made motion to approve secretary's report. Terry Carney second.

Reviewed and approved invoices from February meeting expense report which were already paid out. Telephone \$394.18 and DP Properties \$635.00. Donna Scheer motioned to approve these two bills and John Fiala second. Motions passed. Board would like to continue to see and itemized list each month of any items coming out of our budget before approving. No expense/revenue report available for today's meeting. Will review at next meeting. Pamela will talk with other size C Library's to see what their budget is in comparison to ours.

Reviewed petty Cash Policy/Procedures. Terry Carney motioned to adopt the Petty Cash Policy/Procedures and Hohn Fiala second the motion. Motion carried.

Donna Scheer and Terry Carney will be connecting with Pamela to get signed up for IA Learns.

Director shared that the State Library is checking on if the Board of Trustees can have email address through the State Library. Michelle Lochner suggested that if we can't do this through the State Library, that everyone just sets up a separate Gmail account for Library Board use. We will visit this if needed.

Talked about Access invoices and if we want to visit having a camera in the Library. Pamela shared that she sent in Lib-Bridges FY24 Letter of Agreement.

Donna Scheer motion to pay list of bills. John Fiala second motion. Motion carried.

List of Bills:

Baker & Taylor	Books	\$177.36
ATC	Phone	\$132.50
DP Properties	Jan/Feb cleaning	\$1016.00
Secretary of State	Notary	\$90.00
Bechtel's Critters	Summer Reading	\$98.18

Willow Lane	Books	\$434.55
Broad Reach	Books	\$102.94
Mid America Books	Books	<u>\$441.21</u>
Report total:		\$2,492.74

Next Library Board meeting set for April 3<sup>rd</sup> at 4:00pm.

Terry Carney motioned to adjourn meeting. Donna Scheer second motion. Motion carried.

Minutes approved: Terry Carney Date 3/23/2023

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