

Atkins Public Library

Board Minutes

May 1st, 2023

John Fiala called the meeting to order.

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

Secretary's report was viewed. Donna Scheer made motion to approve April's Amended Secretary's minutes. Terry Carney Second motion, motion carried.

Financial Report was reviewed. Talked about purchasing items we need and have been looking at this year with funds left in budget. Shared City Clerks email with the Council's proposed budget \$150,650.00.

Discussed AWE Plug and Play and Access computer quotes. Motion was made to purchase AWE Plug and Play and Computers for staff and patrons from Access by Donna Scheer. Terry Carney second motion, motion carried.

John is getting Pamela his email address that will be used for library use.

Pamela talked about using Quill for supplies. Shared emails from accounts payable Clerk asking us to close out the Quill account. This account has been open for years with previous Director. The only thing that has changed is the contact person. Pamela the Director is now listed as contact for Quill. We also talked about placing orders on Amazon. It was decided that these are established accounts and there is no reason to close them at this time.

Pamela shared Makerspace cart. This would be a good fit for having the cart mobile to take to other areas of the library. Donna Scheer made motion to purchase Makerspace cart. Terry Carney second motion. Motion carried.

Pamela will look into seating for the Junior/High school areas. The Library Board would like to see this. When Pamela has something picked out, she will reach out to the Board for approval to purchase. Discussed a conference table for the conference room, which was previously approved. Pamela has been looking. Will let the board know when something is found.

Motion was made by Terry Carney to pay the list of bills. Donna Scheer second motion. Motion carried.

List of Bills:

Baker & Taylor	Books	\$140.05
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Baker & Taylor	Books	\$172.85
ATC	Phone	\$87.27
Penworthy	Books/STEM	\$804.69
Baker & Taylor	Books	\$42.49
DP Properties	Cleaning	\$642.62
Quill	Supplies	\$309.71
Broad Reach	Books	\$221.77
Willow Lane	Books	\$315.36

Motion was made to purchase microwave for Library by Terry Carney. Donna Scheer second motion. Motion carried.

Next meeting – set for June 5th, 2023 (checking in with Michelle to see if this will need to change due to her work.)

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

Meeting Adjourned

John Fiala Date: 7/12/23
 John Fiala, President

Michelle Folmer Date: 7/12/23