

Atkins Public Library Board Trustee Meeting Minutes

Tuesday, September 5th, 2023 @ 10:30am

Amended on September 18th, 2023

Meeting called to order by President John Fiala.

Present- President John Fiala, Donna Scheer, Terry Carney, Pamela Duball.

Secretary's report was reviewed. Motion made Scheer to approve report, motion was seconded Carney, motion carried.

Financial report was not received as of today's meeting. Discussed the communications that had taken place this past week in regard to reports between Director and Mayor.

Unfinished Business-

Reviewed list of unpaid bills. Board met with City Hall reps on July 11th to discuss the process for submitting bills, opening accounts and communication for bills not paid and why. This meeting consisted of (2) Trustees and the Mayor only. Was discussed that not much was resolved at, or since the meeting with the Mayor on July 11th.

Board would like to see a list of only the library accounts payable sent to Director, which are being presented to council for payment to verify bills are paid with date paid. We have noticed some are hard to find on list or not on the list.

Waiting for a new Board of Trustees Member to be appointed. Board would like to place a notice on our social media for the open position of Board of Trustee member. Director will place this on Library web site and Library FB Page. Was discussed the mayor appoints this position. Applications will go to the mayor for reviewing and setting up interviews.

New Business-

Director is working on annual survey due in October. We will need up to date reports from City Clerk.

Board agreed that sending our Board Trustee minutes along with the list of bills to council members was a good idea. This would help with transparency between the Boards and Library.

Reviewed Fines and Overdue Policy. Carney made motion to not charge for overdue items. Scheer seconded, motion carried. We will continue to charge for replacement cost for damaged or lost items. Director will revise policy.

Director reported Library has not received corrected expense report from June FY23. Waiting for FY23 end of year report, clarification on using vendors that were a concern to City.

Library received memorial funds. Thank you's have been sent on behalf of the library. Director has given the original notes and cards to family.

Director shared her completion of her Module Endorsement Courses for the endorsement program. Director has 4 discussion sessions to complete with the State Library. These 4 courses are only offered 3 times a year. Director is registered for the remaining 4 discussion courses of her endorsement program in November and December. Director shared her transcript with the board. Completed 31 continuing Education (CE) hrs. Completed 35 online courses and 18 classroom courses for a total of 53 completed courses.

Director shared August Statistic. In August we had a total of 716 patrons attend our library and programs. There were 441 that only used the library resources. There were 15 programs in August and 275 that attended those programs. Interlibrary counts were 155 visits with 417 transactions!

Director shared the FOL is official! They will be holding their first official meeting on Tuesday, September 12th @ 6:30 in the library.

Bills approved for payment-

Scheer motion to approve bills to be paid, Carney seconded, motion carried.

ATC-Phone	0013000600	\$73.14
DP Properties-Cleaning	INV100507	\$515.62
Book Systems, Inc-Software Program	INV135186	\$1210.00
The Gazette-Subscription	88557390	\$374.40
Baker&Taylor-books	INV2037720253	\$209.33
Baker&Taylor-books	INV2037761697	\$23.26
Baker&Taylor-books	INV2037735142	\$214.63

Bills previously approved and submitted for payment, not yet paid.

Quill (account has been open since 2009) Board approved Director to place order	INVQL6299697 Supplies	\$309.71	Submitted 5/3/2023
Pamela Duball	Mileage Reimb. Invoice	\$28.82	Submitted 6/5/2023
Jeff Quinn	SRP EVENT 7/13/2023	\$350.00	Submitted 6/5/2023
Baker&Taylor	INV2037655938 Books	\$16.77	Submitted 8/17/2023

MidAmerica Books	0013000600 Books	\$513.70	Submitted 8/17/2023
OverDrive	CD0649723208280 Digital Collection software	\$731.76	Submitted 8/17/2023
DP Properties	INV100505 Cleaning	\$515.62	Submitted 8/17/2023
Absolute Science	Invoice Program	\$500.00	Submitted 8/17/2023


Income for August-

Copies	\$11.00
Fines	\$7.40
Memorial Fund	\$130.00
Total Income	\$148.40


Income library collected for City Park Rentals for July and August totaled \$770.00.

Next board meeting held on October 2nd, 2023 @ 4PM.

Scheer motion to adjourn meeting, Carney seconded, motion carried.

 Date: 9-18-23

John Fiala, President

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