

Atkins Public Library Board Trustee Meeting Minutes

Monday, August 7th, 2023

Meeting called to order by President.

Present were- President John Fiala, Donna Scheer, Terry Carney and Director Pamela Duball

Secretary's report was reviewed. Motion to approve report, motion was seconded, motion carried. Motion was made to approve amended May 1st Board minutes, motions was seconded, motion carried.

Financial report- Library Director requested Report, as of today's meeting no report has been provided. Have not heard anything on where we are at for the end of FY23 budget with bills that were not paid. Board has requested at July 3rd meeting that the unused Expenditures rollover to the FY24 budget.

Unfinished Business-

Quill Account- Noted from July 3rd meeting that the City Clerk has advised it is the City's standard practice to only have on account with a vendor. We are still waiting for clarification from the City Clerk on how the Director should order supplies through Quill. The Director has received emails as to late notices on the Quill bill. Director has given Quill the City's contact information to Quill.

Library Trustees did meet with the Mayor on July 11th, 2023, to discuss issues. City Clerk was not available to meet. Trustees have not heard back on how we will be moving forward as of today's meeting.

Director called other vendors to verify record of payments made. Waiting to hear back on a couple invoices. (See chart below in minutes)

New Business-

Annual Crafters Connection is November 18th, 2023. Motion to approve the use of the Library for this event was made, motion seconded, motion carried.

Trustees looked at an incident that took place in the building on July 31st. Trustees would like to see a policy in place for incidents where when the City Hall shuts down due to such incidents, the Library be notified that they are leaving due to possible threats.

Reviewed Income for the month. Trustees would like to add the Income of \$350.00 from the Benton County Library Association to be amended into the budget when it comes time to amend the budget. Motion was made to add the \$350.00 to the amended budget, motion was seconded, motion carried.

Motion made to pay this month's invoices, motion seconded, motion carried.

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|---------------------------|---------------------|----------|
| Baker&Taylor | INV2037655938 | \$16.77 |
| Absolute Science | Invoice | \$500.00 |
| DP Properties | INV100505 | \$515.62 |
| Postal Service Receipt#76 | Paid by CC | \$32.10 |
| Postal Service Receipt#82 | Paid by CC | \$8.34 |
| OverDrive | INV#CD0649723208280 | \$731.76 |
| MidAmerica Books | INV#569314 | \$513.70 |
| ATC | ACCT#0013000600 | \$71.47 |
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Bills previously approved and submitted for payment but were not paid.

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|---|----------------|------------|-----------------------|---|
| Quill (account has been open since 2009) | INVQL6299697 | \$309.71 | Submitted 5/3/2023 | Director gave Quill the City's contact information to direct bills for payment. |
| Pamela Duball | Mileage Reimb. | \$28.82 | Submitted 6/5/23 | Not received as of today. |
| Jeff Quinn | SRP Event 7/13 | \$350.00 | Submitted 6/5/23 | Director called lftm |
| AWE Learning | ATKINS23001-1 | \$6,748.00 | Submitted 6/5/2023 | Director called lftm |

Director's Report- Director asked about Trustees signing employee timesheets.

Director talked again about how the bills submitted to the Council at times do not clarify library invoices. Library shares some vendors with the City. With one lump sum being posted is hard to know if it includes the libraries dollar amount. Director was told she could look on the list to see what is paid. There needs to be a better way of knowing our invoices are being paid.

Director completed reports and filed agreements with Enrich, Open Access and Silo. They were due July 31st. Working on Annual Survey which is due in October.

July numbers were up! Number of patrons in library for the month of July was 979, at programs were 442. We held 31 programs in the month of July! We had 519 patrons that used only the

library. Our summer reading program was a success. We finished on August 4th with the Foam Blaster at Watermelon Days! We made some new friends here at the library!

Next meeting set for Tuesday, September 5th @ 10:30.

Motion was made to adjourn meeting, motion seconded, motion carried.

Minutes approved: John Fiala Date: 8/16/23

John Fiala, President

Minutes approved: Termy Carney Date: 8/16/23