

Atkins Public Library Board Trustee Meeting Minutes

City Council Chambers

Monday, October 2nd, 2023 @ 4PM

Meeting called to order by President John Fiala.

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

Secretary's report was reviewed. Amended on September 18th, 2023. Scheer made motion to approve report, motion was seconded Carney, motion carried.

Financial report Reviewed. Director requested from City Admin to see an itemized list of all accounts payable transactions by month for June, July, August and September. Discussion was held in regards to our request in June, 2023 in rolling over unspent FY23 expenditures. Director was told by City Administrator that the Council was in favor in June meeting. However, a policy needs to be written and placed on the agenda for City Council. Lochner will follow through with City Administrator and Mayor as to where we are at on this.

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. Was also discussed that we cannot close out an account that has a balance that is not paid. Was discussed that this account has been around since 2009 and the board approved this order to be placed and to be paid. Lochner will follow through with City Administrator and Mayor as to how this will be resolved. Lochner will address other unfinished business as well.

Director talked with Mayor about a Resolution for Absolute Science as to who writes the Resolution.

Board would like to see an itemized list of library accounts payable sent to Director for each pay run, which are being presented to council for payment to verify expenditures with date paid. We have noticed some are hard to find on list presented to the City Council.

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-

Board of Trustees will review training on the State Library Website- Library Budgets and the Law. We will review at our November meeting.

Board discussed Procedures for employee time off. Discussed the need for a policy.

Director's notes-

Director continues to work on annual survey due in October. Director attended Learning Circuit on Productive Partnerships. Director will discuss with the FOL about Productive Partnerships and a MOU between the FOL and Library.

Director sent email to Mayor asking about the Employee Handbook. Mayor replied that there has not been a new handbook adopted.

Library staff has been working hard to get middle schoolers and teens involved in the Library. Staff is working on a trick or treat program. Starting new program for ages 3-9yrs. Play-doh Club.

Library had 418 check outs, 448 check in's and 118 renewals in September. Had a total of 511 patrons in the Library, 151 attending programs and 308 using the Library in September. We held 12 programs in September.

We took 29 calls for the City Park rentals and had 13 in house.

Bills approved for payment-

Lochner motion to approve bills to be paid, Fiala seconded, motion carried.

Bills

Baker&Taylor	Books	INV2037820572	\$19.17
Baker&Taylor	Books	INV2037788418	\$30.64
DP Properties	Cleaning	INV100508	\$642.62
Credit Card (Depot)	SRP (worms)	Card (7229)	\$15.79
Credit Card (State Library)	Productive Partnership Training	Card (7229)	\$20.00
ATC	Phone	#0013000600	\$66.28
Pamela Duball	Mileage	Reimb form	\$35.37

Total Expenses- \$829.87

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

Quill (open acct 2009)	INVQL6299697	\$309.71	Submitted 5/3/2023
Jeff Quinn	SRP 7/13/2023	\$350.00	Submitted 6/5/2023
Overdrive	CD0649723208280	\$731.76	Submitted 8/17/2023
Absolute Science	Invoice	\$500.00	Submitted 8/17/2023
Book Systems, Inc	INV135186	\$1210.00	Submitted 9/7/2023

Income for September-

Copies for Sept.	\$11.20
Fines for Sept.	\$7.20
Memorial (Ann Howell)	\$130.00
Enrich Iowa FY24 Direct State Aid	\$1,541.82

Total Income \$1,690.22

Income library collected for City Park Rentals for September \$385.00

Next board meeting held on November 6th, 2023 @ 4PM.

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

John Fiala Date: 10/4/23

John Fiala, President

Terrey Carney Date: Oct 4, 2023

