

Atkins Public Library Board Trustee Meeting Minutes

Library Meeting Room

Monday, November 6, 2023 @ 4PM

Meeting called to order by President John Fiala.

Present- President John Fiala, Donna Scheer, Terry Carney, Pamela Duball. Also present was Mayor Visser.

Secretary's report was reviewed. Scheer made motion to approve minutes, Carney second motion.

Financial report Reviewed. Was discussed with the Mayor about the unused expenditures for FY23. Mayor advised that we request this to be done. (discussion on how it was previously requested) City Administrator will then type up a Resolution along with our request for the City Council. Mayor talked about how this is typically done in September.

Unfinished Business-

Reviewed list of unpaid bills. Discussion between the Director, Board and Mayor on why Quill has not paid. Discussed the series of events. Mayor Visser said it would be paid and the City Clerk would take care of closing out the account. Director is to order supplies through Quill with the City Clerk. Discussion included updated W9's (which is stated to be the Clerks responsibility), payment for the Library's software program accounts that are due annually, and how the Board of Trustees approve the invoices to be paid and it is the Clerks responsibility to see they get paid. Director voiced concerns to the Mayor about the need for better communication between the City and the Library. Carney reminded Mayor that the Board is still needing a Board of Trustees member. We have been without since February, 2023.

Carney made a motion and Fiala second to Amend the April 3rd, 2023 minutes for the Absolute Science Foam Blaster event held on August 4th. Minutes will be Amended to read: Absolute Science Foam Blaster will be held at the City Park on August 4th, 2023 during Watermelon Days as part of our end of Summer Reading Program.

New Business-

The Board of Trustees talked about the training modules that were completed on (Free Libraries Aren't Free and Budget and the Law) Discussion on purchase order encumbrance. Board will be completing the next 2 modules for our December meeting. (Budget Processed and Budget Presentations)

Reviewed Library Policy for Minors. Director will reach out to the State Law office to discuss the best way to handle situations in the Library. Will discuss findings at December meeting. We have had a few problems with kids running, hitting and pushing in the Library after school.

Public Comment-

Mayor Visser shared the plans for the change with the proposed layout for the new entry way and the parking lot. Discussion on if we would want to change our entry at that time. Mayor also encouraged us to look at the comprehensive plan for our building and library.

Directors Report-

Library had 495 check outs in October with 466 check ins and 52 in house use. Total of 574 patrons in the Library for the month with 173 attending programs and 401 using the Library. Library held 13 programs in October. Library had 307 Silo transactions in FY23. We will be receiving reimbursement for these transactions.

Library had 30 calls for the park pavilion rental in October with 20 in house transactions. There were 8 pavilion agreements filled out in October for the park rental.

Library added 33 new holdings to our collection and 7 new patrons for the month of October.

Evaluation time for Director to be completed. Director will be getting together with Childrens Librarian to complete annual evaluation.

Director is working with Tanager to hold an expressive arts program once a month. This will have music, drama, visual art and movement included in the program. There is no cost to the Library for this program. Discussion with Tanager to also help us engage middle school students and high school students with programs. We are looking at starting with a podcast program.

Director is also working with Heritage Area Agency on a Tai Chi class at the Library. This program is also a free program.

Planning Christmas Walk, looking at making a wish list for the Library.

Director has a couple classes coming up. They are Fundamentals of Public Library's and Security for Rural Library's.

Kirk Draper would like to buy back a print he donated. Mayor shared his knowledge on this topic.

Bills approved for payment- Carney made motion to approve bills to be paid, Scheer seconded motion to approve bills.

Bills

ATC	Phone	0013000600	\$68.60
Amazon	Office supplies	113-6468456-5826627	\$38.95
Amazon	Office supplies	113-0383728-4784268	\$63.50
Baker&Taylor	Books	2037860908	\$271.01
Baker&Taylor	Books	2037889244	\$72.11

Baker&Taylor	Books	2037914300	\$17.10
DP Properties LLC	Cleaning	100509	\$508.00
Willow Lane	Books	R657814	\$512.69

Total Expenses- \$1551.96

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 October

Copies for October	\$78.80
Benton County FY24 2 nd Quarter Allocation	\$1,461.25
Park Rentals for City	\$330.00

Total Income \$1,870.05

Next board meeting will be held on December 4th, 2023 @ 4PM.

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

John Fiala Date: 11-8-23

John Fiala, President

x Gene Carney Date: Nov 8, 2023

