

Atkins Public Library Board Trustee Meeting Minutes

City Council Room

Monday, December 4, 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 for November and Amended Minutes for April were reviewed. Carney made motion to approve minutes, Scheer second motion.

Financial report none received at this time.

Unfinished Business-

Reviewed list of unpaid bills. Discussion on email regarding Absolute Science and the Amended April Minutes that was discussed with Mayor on November 6th Library Board meeting. Waiting for the Mayor to respond to email from Nov. 13, 2023. Quill was also agreed to be paid per discussion with Mayor on November 6th meeting. (not listed on payables) Director did get a recent W9 form from Jeff Quinn and sent by email to Accounts Payable on October 31st, 2023. (not listed on payables) Director voiced concerns about how we have used Absolute Science 3X the past 3 years, and the fear of losing them as a Vendor due to non-payment would not be good for our future programs. Discussion was also talked about our recent Board training and how the board approves the bills and the City is to pay them as approved by the Board of Trustees.

Director is working on Minor policy. The Board of Trustees will prepare Director's review for January meeting. The Director will email Board of Trustees a copy of the review form.

New Business-

The Board of Trustees talked about the training modules that were completed (Budget Processed and Budget Presentations) Discussion on budget. Would like to see more specific line items. While reviewing the budget plan for FY25 we discussed whether we wanted any significant changes to our budget. Raises was brought up for discussion. Michelle reached out to Kirk (former President) to get clarification.

The Director asked about having the community help with designing a Logo for the Library. Board agreed that having community involvement for this would be good. Discussion on what they would like this to look like.

Letter was prepared (per Mayor's advice on November 6th meeting) for the City Council regarding Library Board of Trustees request for unused funds to be rolled into our general fund EACH year, along with unused funds from FY23. A motion to proceed with submitting such letter to the City Council for rollover was made by Scheer, seconded by Carney.

Email was shared regarding Amazon account. Board approved Director using Library Amazon account and keeping password for such account.

Directors Report-

Library had 420 check outs in November with 465 check ins and 170 in house use. Total of 581 patrons in the Library for the month with 174 attending programs and 407 using the Library. Library held 19 programs in November.

Library had 19 calls for the park pavilion rental in November with 16 in house transactions. There were 6 pavilion agreements filled out in November for the park rental.

Library added 97 new holdings to our collection and 8 new patrons for the month of November.

Expressive Arts Program was a huge hit. We had 50 attendees. We are looking at dates for the next 6 months for this program.

Dec. 9th we will be partnering with ACC for the Holiday Event. We are hosting it here at the Library. Library will have a take home craft for kids at the event, along with coloring sheets and Santa Letters to mail while at the event. We have asked the Madrigal group to come and entertain us during the event.

Scheduling for the SRP has begun. Melanie attended an online training session for the SRP.

We are working hard with our software in updating how we use it to help with registration for programs and statistics with programming. This will help assist when it comes time for State reports in pulling information into the reports automatically.

Would like to look at a date after the first of the year to have a Board meets Board here at the Library with the City Council, Board of Trustees and FOL Board to build bridges.

Discussion on MOU between the FOL and Library.

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

Bills

ATC	Phone	0013000600	\$67.85
Baker&Taylor	Books	2037915386	\$214.78
Baker&Taylor	Books	2037939167	\$56.90
Baker&Taylor	Books	2037940454	\$184.96
DP Properties LLC	Cleaning	100510	\$508.00
Baker & Taylor	Books	2037963916	\$17.10

Total Expenses- **\$1,049.59**

Bills previously approved and submitted for payment, not paid (Highlighted is on list to be paid)

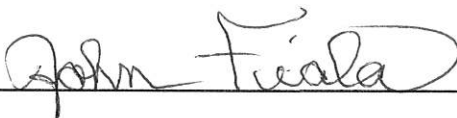
Quill (open acct 2009)	INVQL6299697	\$309.71	Submitted 5/3/2023
Jeff Quinn	SRP 7/13/2023	\$350.00	Submitted 6/5/2023
Overdrive	CD0649723208280	\$731.76	Submitted 8/17/2023
Absolute Science	Invoice	\$500.00	Submitted 8/17/2023
Book Systems, Inc	INV135186	\$1210.00	Submitted 9/7/2023

Income for November

Copies for November	\$11.20
Park Rentals for City	\$495.00
Total Income	\$506.20

Next board meeting will be held on January 2nd, 2024 @ 4PM.

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


 _____ Date: 12/5/23
 John Fiala, President


 _____ Date: 12/5/23

