

Atkins Public Library Board Trustee Meeting Minutes

City Council Room

Tuesday, January 2nd, 2024 @ 4PM

Meeting called to order by President John Fiala.

Present- President John Fiala, Donna Scheer, Terry Carney, Pamela Duball and Michelle Lochner. Members of the public in person.

Secretary's report for December reviewed. Scheer made motion to approve minutes, Carney second motion. Motion carried.

Financial report- Requested December- not received. We did receive and reviewed Novembers Financials. Director shared there are some itemized expenditures that she will be asking Deputy Clerk to verify.

Unfinished Business-

Reviewed list of unpaid bills. Director shared emails regarding late notices from Absolute Science and Quill which is with their credit department. Discussion on how we are still waiting to hear if these are/will be paid. Waiting for the Mayor to respond to email from Nov. 13, 2023, and/or Council meeting December 27th, 2023.

Fiala and Lochner mentioned how we are still waiting to hear from City Council meeting as to what happens next for the unused expenditure rollover from FY23.

New Business-

Lochner read aloud the Safe Children Policy. Carney made motion to amend the minor policy, Scheer seconded, motion carried.

Director shared her phone conversation with ATC when needing the ATC invoice for the Library Board agenda. The Director was told it states on the account that they are not to give out information to the Director regarding account information. They could not give the Director an invoice by email or the balance by phone. Director was told by ATC to talk to Bruce to get a copy. Director stated her frustration that she tries to get her Agenda sent out the Thursday before the meeting. The past 2 months she has had to ask for the invoice. Deputy Clerk was on vacation this month. This is the Directors responsibility and should stay with the Library. Director stated there is no reason that the City and Director both cannot receive the invoice emailed. The Board agreed with the Director. Bell asked how this worked in the past before the change? Did we receive it by mail or email? When did it change?

Budget meeting was set for Wednesday, January 10th at 4pm.

Public Comments- None at this time.

Boards Report- Fiala mentioned how we are getting a few of the bills paid that were on our list.

Amazon password also discussed. Director did share with the Board her conversation with Deputy Clerk about not feeling comfortable and would not be sharing her amazon password with the City. The Board did approve the Director using the Amazon account and not sharing the password at the December 4th

board meeting. Bell asked the question if the passwords were locked in a safe place or with the Library Board?

Lochner asked the Director about the Library Logo. Director responded we are still working on what that will look like.

Directors Report-

The Library had 414 check outs in December with 405 check ins and 61 in house use. Total of 781 patrons in the Library for the month with 451 attending programs and 328 using the Library. Library held 15 programs in December.

Library had 43 calls for the park pavilion rental in December with 14 in house transactions. There were 19 pavilion agreements filled out in December for the park rental.

Library added 36 new holdings to our collection and 11 new patrons for the month of December.

Library had 193 online visits on overdrive for the Library in December with 532 actions. The maximum actions in one visit were 39.

We had 310 plus attend the Holiday event on December 10th. We replied to 50 Santa Letters.

We had a couple books damaged in the drop box when we had the last rain. Fiala asked if we should talk about moving this. Director shared that the FOL has also discussed this to help. Was decided that we wait until we know if the parking lot will change.

Library has Dr. Michael Bechtel, Professor of Science Education from Warburg College coming on 6/11/2024 as a presenter for the SRP. Also coming as a presenter for the SRP is Sir Singsalot's Medieval music on 6/26/2024. Director will work with Deputy Clerk to ensure we have proper paperwork to make sure there are no problems paying the invoices. Staff are doing training for SRP.

Library staff is still working hard on updating software program. The staff continue to do online training.

Director is waiting to receive Endorsement Certificate.

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

ATC	Phone	0013000600	\$72.13
Baker&Taylor	Books	2037963916	\$17.10
Mid America Books	Books	0023245	\$638.88
Amazon	Supplies	#113-0579336-1653068	\$223.50
DP Properties LLC	Cleaning	100511	\$635.00
Baker&Taylor	Books	2037986372	\$31.60
Baker & Taylor	Books	2038004395	\$28.49

Total Expenses-

\$1,646.70

Bell asked if we have resubmitted the past due bills? Director stated being told that we are not to resubmit an invoice. Bell asked who said that? Director stated it came from Deputy Clerk/accounts payable.

Bills previously approved and submitted for payment, not paid as of today's date.

Quill (open acct 2009)	INVQL6299697	\$309.71	Submitted 5/3/2023
Absolute Science	Invoice	\$500.00	Submitted 8/17/2023

Income for December

Park Rentals for City December	\$770.00
Open Access FY24 Payment	\$150.53
Copies for December	\$5.20
Inter-Library Loan Reimbursement FY24 Payment	\$390.61
Total Income for Library	\$546.34

Total Income collected for the City of Atkins \$770.00

Fiala stated that the Library Board would be going into closed session to discuss employee review. Lochner made a motion to enter into closed session, Scheer seconded, motion carried.

The Board approved those in closed session. Fiala, Lochner, Scheer and Carney. All other people vacated the council chambers.

Fiala stated the Board was back in open session. Present were Fiala, Scheer, Lochner, Carney and Duball.

Next board meeting set for February 6th, 2024 @ 4pm.

Motion made by Scheer to adjourn meeting, seconded by Carney, motion carried.

John Fiala Date: 1/3/24
John Fiala, President

Steve Carney Date: 1/3/24