

## Atkins Public Library Board Trustee Meeting Minutes

### City Council Room

Tuesday, February 6, 2024, @ 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 January reviewed. Scheer made motion to approve minutes, Carney second motion. Motion carried.

**Financial report- Requested** December and January's have not been received as requested.

#### **Unfinished Business-**

- Reviewed list of unpaid bills. Director shared email from Mayor Visser and Jim Cunningham. The discussion concluded that we are doing our part correctly per our City Ordinance. It also appears that we are doing things correctly per the paragraph Jim Cunningham has sent and the packet on Library Accounting that he sent for us to view. We provide the City Council with our financials monthly. We submit our invoices to the City Council after the board approves them. However, the City Administrator/staff, Mayor has not presented these (2) unpaid bills to the City Council. It was discussed and decided that the Director and Board of Trustees will submit these to the next meeting for the City Council to review for payment. Director will also call Jim Cunningham to see if we can schedule a phone conference about our questions that are not being answered.
- Director will be working with a Director/City Administrator on a Resolution to present to the City Council to have unused expenditures rolled over.

#### **New Business-**

- Reviewed Internet Policy. Carney made a motion to revise the Internet Policy as read. Scheer seconded; motion carried.
- Discussion on using Hobby Lobby/ Walmart for new vendors.

**Public Comments-** None

**Boards Report-** Fiala mentioned how he saw a sign about aggressive behavior. It was briefly talked about if the library felt we needed such a sign. Fiala also asked about a study room at the library.

#### **Directors Report-**

The library had 509 check-outs in January with 465 check-ins and 27 in house use. A total of 393 patrons in the library for the month of January with 93 attending programs and 328 using the library. The library held 11 programs in January.

The library had 28 calls for the park pavilion rental in January with 19 in house transactions. There were 17 pavilion agreements filled out in January for the park rental.

The library added 55 new holdings to our collection and 9 new patrons for the month of January.

No online numbers for the month. Our WhoFi is down and is being replaced.

Director shared we are looking at having Mississippi River Museum come and hold a program on Ocean Odyssey.

We are working on weeding materials and replacing them with new ones.

Our Expressive Arts program with Tanager will be on Pod casting in February. We are looking at purchasing totes for storage, puzzle table and some items for the teen area.

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

<b>ATC</b>	<b>Phone</b>	<b>0013000600</b>	<b>\$68.20</b>
<b>Baker&amp;Taylor</b>	<b>Books</b>	<b>2038032944</b>	<b>\$251.63</b>
<b>DP Properties LLC</b>	<b>Cleaning</b>	<b>100512</b>	<b>\$508.00</b>
<b>Smart Apple Media</b>	<b>Books</b>	<b>ARU0366006</b>	<b>\$39.98</b>
<b>Demco</b>	<b>Office Supplies</b>	<b>7423410</b>	<b>\$101.61</b>
<b>Total Expenses-</b>			<b>\$969.42</b>

**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

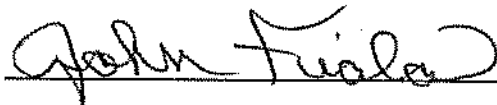
**Income**

Park Rentals for City January	\$385.00
Benton County FY24 3 <sup>rd</sup> Quarter Allocation	\$1,461.25
Copies for January	\$31.40
<b>Total Income for Library</b>	<b>\$1,492.65</b>

**Total Income collected for the City of Atkins      \$385.00**

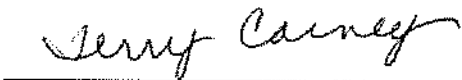
Next board meeting is set for March 4<sup>th</sup>, 2024 @ 4pm.

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



Date: 2/7/24

John Fiala, President



Date: 2/7/24