

Atkins Public Library Board Trustee Meeting Minutes

City Council Room

Monday, March 4th, 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 February was reviewed. Scheer made motion to approve minutes, Carney second motion. Motion carried.

Financial report- Requested Nov., December, January and February' have not been received as requested.

Unfinished Business-

- Clarity on unpaid invoices. Quill and Absolute Science will be on the 3/12/2024 City Council Claims list to be paid per conversation/e-mail with Interim City Administrator. A Resolution for Absolute Science was needed. Resolution was reviewed. Lochner made a motion to approve Resolution for Absolute Science. Scheer seconded motion; motion carried.
- Lochner explained roll over to the board. Talked about if we have a special project we can request the funds for that project to be carried over. It was discussed how FY23 we had little means to make purchases and things were on hold. Discussion on how this is our concern for FY24 also. Director has closed out the Amazon account. City will open amazon account for city, then set Library account up under the City's account. The Director has stressed that this should happen sooner than later with summer reading coming up. Lochner will communicate with the Interim Administrator on setting up new vendors, deliveries, and Walmart. Director will make a list of items wanting to purchase before May 1st.
- Reviewed the proposed FY25 budget. Carney motioned to approve the proposed FY25 budget, Scheer seconded, motion carried.
- **New Business-**
- Discussion on Director's Credit Card limit. Lochner made a motion to raise the Director's credit card limit to \$2,000. Carney seconded the motion, motion carried.
- Discussion on damaged books in night drop with rain damage. Board decided to see what happens with the change in the parking lot as to what we should do with our night drop.
- Discussion on adding a 4th patron computer, adding a second workstation with a dual monitor to our circulation desk. Board was presented with a Quote for \$4,204.01. Carney made a motion to purchase patron and workstation computers/monitor. John seconded the motion, motion carried.

- STEM tables were presented with cost. One for the children's area and one for the Junior area. Scheer made a motion to purchase STEM tables, Carney seconded, motion carried.
- The board watched a training video on the Board of Trustees role with the FOL. Discussion was held.

Public Comments- None

Boards Report- None

Directors Report-The library had 456 check outs in February with 465 check ins. Total of 387 patrons in the Library for the month, we had ins. ending programs and 308 using the Library. Library held 14 programs in February. We had 91 in house use the month of February.

Library had 30 calls for the park pavilion rental in February with 17 in house transactions. There were 8 pavilion agreements filled out in February for the park rental.

Library added 44 new holdings to our collection and 4 new patrons to our Library family. We have deleted 4 damaged holdings from our collection.

Our expressive arts program will be doing our 2nd pod casting by registration only on March 12th.

We are hosting a Safe@Home program and Safe Sitter program through Benton Count Health Dept. in March. We have a second Safe Sitter set up in April also.

Needing to get Vendors set up for ordering totes for storage, puzzle table, tablets for programs and some items for our teen area. Amazon and Walmart to be set up, hopefully sooner than later. Worried we will be in the same situation as last year with our budget.

Looking at a better way to have Library cards for patrons along with a way to register patrons.

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

Bills to be approved

ATC	Phone	0013000600	\$68.29
Baker&Taylor	Books	2038114127	\$98.87
Baker&Taylor	Books	2038092571	\$132.19
Baker&Taylor	Books	2038090337	\$186.54
DP Properties LLC	Cleaning	100513	\$508.00
Atkins Post Office	Postage	CC	\$6.72
Walmart	Office Supplies	CC	\$56.98

Total Expenses-

\$1,057.59

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

Copies for February	\$18.20
Park Rentals for City February	\$660.00
Total Income	\$678.20

Next Board meeting- April 1st, 2024

Adjournment- Carney made a motion to adjourn the meeting, Fiala seconded, motion carried.

John Fiala Date: 3/5/24

John Fiala, President

Serry Carney Date: 3/5/24