

Atkins Public Library Board Meeting Minutes
Monday July 3, 2023

Meeting called to order by President.

Secretary report review - motion to approve report, motion was seconded and approved.

Financial report -Library Director requested Financial Report but as of today's meeting, no report has been provided.

Unfinished Business -

Unused Expenditure - rollover into FY2024 budget, savings or CD?
A motion was made and seconded to roll unused expenditures into FY2024 budget. Motion approved.

Unpaid bills - The Board needs to meet with City Hall reps to discuss the process for submitting bills, opening accounts and communication for bills not paid and why.

Quill account - city clerk has advised it is the City's standard practice to only have one account with a vendor. Need clarification from the city clerk on how the Director should order through Quill.

New Business -

Watermelon Days closing time - motion made to close on Friday August 4th at 4pm and to close all day Saturday August 5th. Motion seconded, motion approved.

Library District Consultant met on June 29th with Board President, Board Secretary and Library Director.

The Library Director asked for approval to complete online classes for Endorsements at home, Board approved this request.

City clerk requested May 3rd minutes be amended to exclude city employee names and replace them with titles.

Motion made to pay this month's invoice, motion seconded and approved.

Bills approved for payment:

VENDOR	INVOICE	AMOUNT
DEMCO	#7315525	\$1,058.68
BAKER & TAYLOR	#2037622741	\$4.79
BAKER & TAYLOR	#2037595920	\$70.24
DP PROPERTIES	#100504	\$642.62

Bills previously approved & submitted for payment but were not paid, Board President & Secretary to set up meeting with city:

VENDOR	INVOICE	AMOUNT
AWE LEARNING	ATKINS2300 1-1	\$6,748.00
ACCESS SYSTEMS	INV1379394	\$5,658.01
JEFF QUINN	N/A	\$350.00
MILEAGE REIMBURSEMENT	LIBRARY DIRECTOR	\$28.82
DEMCO	7312266	\$2,761.00
CREDIT CARD (AMAZON)	N/A	\$427.94
BAKER & TAYLOR	2037569746	\$27.34
BAKER & TAYLOR	H65170370	\$82.56
DEMCO	7323039	\$1,141.33
ACCESS SYSTEMS	INV1391428	\$3,245.74

Next meeting August 7, 2023.

Motion made to adjourn. Motion seconded and approved.

Minutes approved: John Riola Date 7/3/23
 John Riola, President

Minutes Approved: Michelle Lochner 07-03-23
 Michelle Lochner, Secretary