

## Atkins Public Library Board Trustee Meeting Minutes

### City Council Room

Monday, July 1<sup>st</sup>, 2024 @ 4PM

Meeting called to order by President John Fiala.

Present- President John Fiala, Terry Carney, Pamela Duball, Donna Scheer. and Michelle Lochner.

**Secretary's report** for June 17<sup>th</sup>, 2024 was reviewed. Scheer made motion to approve minutes, Carney second motion. Motion carried.

**Financial report-** Reviewed financial report. Discussion on FY23 invoices paid on July 11<sup>th</sup>, 2023 that were submitted for payment on 6/7/23 and 6/19/23 to be paid in FY23. Director shared conversation between Library Director and Interim City Admin regarding FY23 and FY24 Budgets. Board held discussion on how if these were paid as submitted, we would have been within our budget for both FY23 and FY24. Board has asked Director to follow up with Interim City Admin.

#### Unfinished Business-

- Board has asked Director to follow up with Interim City Admin on where we are on the CC Limit for the Director. They would like to see this issue resolved moving forward into FY25.

#### New Business-

- Resolution #2024-07-01 was presented for approving invoice for Fonziba Koster program. Lochner made a motion to approve Resolution #2024-07-01 for \$350.00, Scheer seconded motion, motion carried.
- Training on Planning for the Future, talked about different areas we needed to be active in and work on a 5yr strategic plan. Discussion on how we are out growing our space in the Library when we hold programs. Discussion on training the staff and Board President Fiala sat in on this past month. Intersections- Where Board and City meet. Director and President shared what they took away from the training.

#### Public Comments- None

**Boards Report-** Scheer shared a flyer with the Board that her daughter made to help direct patrons as to where they could make donations to the Library.

#### Director's Report-

- June income for copies was \$43.30
- June income taken in by Library for the City of Atkins park rentals was \$275.00, we took 26 pavilion phone calls, 14 walk in's for pavilion, 2 emails, and 13 rental agreements taken for the month of June.
- Library had 543 patrons in the Library, 307 attending programs with a total of 850 using the Library in the month of June.
- Library had 627 check outs in June, 570 check ins, 47 new holdings, 27 records modified, 15 records deleted, 32 patrons added to our Library family.

Bills to be approved- Scheer made motion to pay the bills, Carney seconded the motion, motion carried.

Baker&Taylor	Books	2038387269	\$17.10
ATC	Phone	0013000600	\$68.91
Fonziba Drums	Summer Reading Program		\$350.00
DP Properties	Cleaning	100518	\$635.00
Total Expenses-			\$1,071.01

**Income:**

Copies for June	\$43.30
Park Pavilion	\$275.00
Total Income for Library	\$43.30

Total Income for Park Pavilion (City income) \$275.00

Next Board Meeting- Set for July 31<sup>st</sup>, 2024 @ 4PM

Adjournment- Scheer made a motion to adjourn, Fiala seconded motion, motion carried.

John Fiala Date: 7/2/24

John Fiala, President

Vern Carney Date: 7/2/24