

Atkins Public Library Board Trustee Meeting Minutes

Library Meeting Room

Tuesday, June 4th, 2024 @ 10:30AM

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 May was reviewed. Scheer made motion to approve minutes, Carney second motion. Motion carried.

Financial report- Reviewed financial report. Carney made a motion to approve the financial report, Scheer seconded motion, motion carried.

Lochner asked about the unused expenditures that we will have at the end of FY. Discussion on the needs that we have wanted to do this year that have not been completed. Board has decided to do a Resolution listing the needs for the rollover request. Carney made a motion to approve we do a Resolution for the unspent FY24 expenditures stating needs, Scheer seconded motion, motion carried.

Unfinished Business-

- Director updated Trustees on the raising of the CC limit per board Trustee approval at Board meeting dated January 18th, 2023, and recent Board meeting on March 4th, 2024, raising the CC limit from \$500.00 to \$2000.00. Director and President Fiala did meet with Interim City Admin about this matter in March. The Director shared at the May meeting that nothing has changed. Director also talked with Interim City Administrator earlier in May about where things are at on the CC limit for the Library. The Library CC limit was going to be on the May 28th City Council meeting. Director will reach out to see when this will make the agenda for City Council.
- The board reviewed staff members for pay raises. The last pay raises were given on October 9th, 2022. Decisions were made based on the last pay raises being over 19 months, how the library has grown and its accomplishments, and the Director completing and receiving Certificate of Endorsement in December of 2023. Carney made a motion to give a 7% raise (\$16.05 per hour) to our Children's Librarian Peggy Epping and our Library Technician Melanie Cook, along with a 10% raise (\$33.00 per hour) to the Director Pamela Duball. The effective date for the raise is June 16th, 2024. Scheer seconded the motion, motion carried. Director will prepare a Resolution for the wage increase.

New Business-

- Resolution #2024-06-04 was presented for approving invoice for Wartburg College Ioponics program. Carney made a motion to approve Resolution #2024-06-04, Scheer seconded motion, motion carried.

Public Comments- None

Boards Report- None

Director's Report-

- The library had 387 patrons in the library in May with 20 programs and 241 attending programs. There was a total of 628 using the library in the month of May.
- The library had 43 pavilion rental calls for the month of May with 13 pavilion rental walk-ins, 4 pavilion emails and 22 pavilion rental agreements/receipts.
- The library had 368 check outs in May with 337 check ins and 61 in house transactions.
- The library had 17 records added, 874 records modified, 7 records deleted, and 9 patrons added to our library family in the month of May.
- Working on having a gentleman come in and do a summer reading program kickoff that will donate handmade bird houses.
- FOL paid for the Llama visit on May 31st with funds donated from ATC for our Summer Program.
- Our junior non-fiction has a new look. We purchased new signage. DEMCO has also given us a whole second set of signage due to an error on their behalf. This saved us \$450.00. We will be able to set up our children's area with the new signage.

Bills to be approved- Lochner made motion to pay the bills, Fiala seconded the motion, motion carried.

ATC	Phone	0013000600	\$67.31
Amazon	Supplies	114-7947190-0241040	\$256.60
DP Properties LLC	Cleaning	100517	\$508.00
Baker&Taylor	Books	2038305699	\$124.02
Demco	Shelf signage/ Labels/STEM Trays	7478826	\$712.19
Baker&Taylor	Books	2038329193	\$23.93
Pamela Duball	Mileage		\$30.15
Wartburg College Ioponics	Program	06.17.24Atkins	\$138.75

Total Expenses- **\$1,347.75**

Income:

Copies for April	\$33.60
Park Pavilion	\$330.00

Total Income for Library **\$33.60**


Total Income for Park Pavilion (City income) **\$330.00**

Next Board Meeting- Set for June 17th, 2024, at 4:00pm

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

 Date: 6-5-24

John Fiala, President

 Date: 6/5/24