

Atkins Public Library Board Trustee Meeting Minutes

City Council Room

Monday, April 1st, 2024, @ 4PM

Meeting called to order by President John Fiala.

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

Secretary's report for March was reviewed. Carney made motion to approve minutes, Lochner second motion. Motion carried.

Financial report- Reviewed financial report. Board was very pleased with the clarity of the report. Fiala made motion to approve report, Carney seconded, motion carried.

Unfinished Business-

- Director shared that IPERS/FICA is not budgeted in the Libraries general fund department budget. It is budgeted in the Employee Benefit Special Revenue Fund. FY25 budget will reflect this.
- Director updated Trustees on the raising of the CC limit per board Trustee approval at March board meeting. Director will follow up with Interim City Admin.
- **New Business-**
- Reviewed quote for shelving upstairs of library. Motion was made to purchase shelving from Welter Storage by Carney, Fiala seconded motion, motion carried.
- Discussion on the purchase of office chairs for employees from Storey-Kenworthy. Lochner made a motion to approve up to \$2000.00 for the purchase of office chairs from Storey-Kenworthy, Carney second motion, motion carried.
- Mississippi River Museum Program Contract was presented to Trustees for approval. Carney made a motion to approve signing contract for the Mississippi River Museum Program, Lochner second motion, motion carried. A Resolution will follow.
- Trustees held a discussion on furniture for the teen area. There was a discussion on funding. Lochner suggested this may be something we look at the end of year to roll into the FY25 for this purpose.
- Lochner made motion to adopt Laminating Policy with cost of wallet .25, 5x7 .50, and 8x11.5 \$1.00 per lamination sheet. Carney seconded motion, motion carried.

Public Comments- None

Boards Report-None

Director’s Report-

- The library had 475 check outs in March with 451 check ins. Library added 54 new holdings to our collection and 9 new patrons to our Library family. We have deleted 74 holdings from our collection. We have added 54 new holdings to our collections. We had 125 in-house use of materials for the month of March.
- We had 150 online visits for our website with 391 transactions.
- A total of 729 patrons in the Library for the month, we had 338 attending programs and 421 using the Library. Library held 21 programs in March.
- Library had 24 calls for the park pavilion rental in March with 9 in house transactions. There were 7 pavilion agreements filled out in March for the park rental.
- We are hosting a Safe@Home program and Safe Sitter program through Benton Count Health Dept. again in April. It has been very well received.
- It has been slow going with finding vendors for craft supplies. We have been told that the City would not like us to use Wal-Mart. Which has changed from our last meeting.
- We are set up on Amazon. No Quill at this time. Director called and canceled Quill account. Have not received a link for ordering through Quill at this time.
- We are still weeding and replacing some of our non-fiction materials that have needed to be updated.
- Set dates for SRP. We will be holding 4yr-K on Mondays in July from 10:00-11:00, 1st -5th will be Tuesdays in July from 1:30-3:00 starting the week of July 8th. Finalizing our list of supplies needed for the SRP.
- Started a new passive program on Saturdays starting April 6th from 10-Noon. “Common Threads” will be a program for crafters, knitting, crochet, needlepoint, etc and chat. We will also start up our adult coloring again!
- FOL is in agreement with doing a MOU with the Library. They are going to hold a book sale on garage sale days. They talked about having a few Food Vendors at garage sale days to help attract people to the book sale. They are also looking forward to building a story walk around the trail at the soccer field in the future.
- Looking at shelf signage for Non-fiction area. This will make guiding and engaging readers easier. Hopefully this will get more books into more hands.

Bills to be approved- Lochner made motion to pay list of bills, Carney seconded, motion carried.

ATC	Phone	0013000600	\$69.31
Baker&Taylor	Books	2038190924	\$171.89
Mid America Books	Books	0034480	\$957.17
DEMCO	STEM/Shelf	7448439	\$858.92
DP Properties LLC	Cleaning	100514	\$635.00
Pamela Duball	Mileage		\$34.30
Demco	STEM tables	Order#40850609	\$2,520.14

Total Expenses-

\$5,246.73

Income

Copies for March	\$11.20
Park Rentals for City March	\$550.00
Total Income	\$561.20

Next Board meeting- May 6th, 2024

Adjournment- Lochner made motion to adjourn, Fiala Second, motion carried.

John Fiala Date: 4/2/24

John Fiala, President

Serry Carney Date: 4/2/24