

Atkins Public Library Board Minutes

Monday, March 3rd@ 4:00pm

City Council Chambers

Call meeting to order- Lochner called the meeting to order. Present were Scheer, Fiala, Carney and Duball. Scott Flory and Jane Scheer joined us.

Secretary's Report- Motion made by Scheer to approve secretary report, seconded by Carney, motion carried.

Financial Report- Requested. Not received at this time.

Unfinished Business-

- Director shared update on book drop. Library staff noticed the drop box had snow inside the book drop. Director had learned this week that the box had been damaged during Derecho. It was known and not fixed at that time. Board Trustees decided to wait on purchasing the cart to see if we will need to replace the box itself due to moisture and snow coming in the door from being twisted.
- The Director updated the Board on meeting with Mayor.
- The Board approved Library closed during staff attending the Marion Library on March 7th from 12:30-3:45pm.
- Logo design winner was reviewed by the Board. They are requesting that we see how it looks smaller in size (for library card size, and color) They would like to visit the font in something a bit more traditional. Director will reach out to the winner. Library will not pay for Canva.

New Business-

- Discussion on PO Box for Library. Decision was made that we will not pay the box fee without an invoice. Director will look into some things that the Board has requested.

Public Comments-

Jane Scheer asked how the drop box was damaged and if the City knew, why are we paying for it to be replaced?

Jane suggested calling other post office in the area to see what is common practice. Jane also shared her concerns about the Library to have a mailbox on the property.

For the Logo, Jane was concerned how it would look smaller and with all the color.

Director's Report-

- The library had 485 patrons in the library month of February, 133 attending programs, 352 using the library, with 27 programs held for the month.

- The library had 495 check-outs, 474 check-ins, 93 renewals, and 106 in-house use.
- The library had 35 holdings added in February, with 1 holdings deleted due to damage or outdated material.
- The library had 7 patrons added to our library family in February.
- The library took 22 calls for the City Park Rental in the month of February, with 9 walk ins and 8 agreements signed, and 2 emails for the City Park Rental.
- Staff is working on Summer Reading Program. Helping Hands Food Pantry will be serving food for our SRP Kickoff on June 3rd. FAL will be present with their information and music.

Bills to be approved- Scheer made a motion to approve bills, with the understanding that they will not approve the PO BOX without an invoice. Fiala seconded motion, motion carried.

Baker&Taylor	Books	2038905150	\$23.07
Baker&Taylor	Books	2038888382	\$61.56
Baker&Taylor	Books	2038849276	\$18.80
Amazon	Supplies/books	#1GRC-N3LW-FXY	\$132.94
Amazon	Supplies	#14Y3-YTMJ-LJQ	\$29.95
ATC	Phone	0013000600	\$69.83
DP Properties, LLC	Cleaning	100529	\$508.00
Smart Apple Media	Books	ARU0384646	\$898.34
Total Expense			\$1,742.49

Income for February

copies	\$19.05
Park Pavilion Rental for City	\$440.00
Total Income	\$459.05

Set next meeting- April 7th @ 4PM

Adjournment – Carney made a motion to adjourn the meeting, Scheer seconded, motion carried.

John Fiala Date: 3/4/25

Terri Carney Date: 3/4/25