Atkins Public Library Board Minutes

Monday, November 4, 2024 @ 4:00pm

City Council Chambers

Call meeting to order- Fiala called the meeting to order. Present were Lochner, Scheer, Carney and Duball.

Approve Secretary's - Motion made by Carney approve secretary report, Seconded by Scheer, motion carried.

Financial Report- Financial Report was reviewed. Lochner made a motion to approve financial report, Scheer seconded motion, motion carried.

Unfinished Business- Director shared that she has not heard anything other than the email responding to Lochner's email to City Administrator.

New Business-

Public Comments- none

Reports

Board's Report

Director's Report

- The library had 673 patrons in the library month of October, 171 attending programs, 502 using the library, with 20 programs held for the month.
- The library had 500 check-outs, 502 check-ins, 135 renewals, and 85 in house use.
- The library had 45 holdings added in October, with 469 modifications (these are our non-fiction being switched over from dewy decimal), along with 0 records deleted due to damage or outdated material.
- The library had 5 patrons added to our library family in October.
- Trunk or Treat was a huge success. It was held as an outreach program to learn about the library. We handed out a craft bag with our upcoming events, hours, and FB page, along with our website. We had 24 trunks, 421 attending our Trunk or Treat! We would like to build on this next year!
- Library staff are working on the Christmas Party that is held at the Library by the Community Club.
- Scheduling programs in the evening has been a challenge with the Council room not available on evenings that work best for our programs. Would like to visit a plan for the future for adding onto the Library for a large program area, meeting rooms, along with

study rooms and seating areas. This was also a topic at the Workshop meeting the Director attended on October 23rd.

- Staffing
- Director attended the Space Planning Workshop held at the Coralville Public Library on October 23rd. We have started implementing some of what was presented at the workshop into motion. We are working on merchandising our collection to improve the circulation of materials, reorganizing space to work better to meet the library and patrons' needs, and ways to maximize the life of the library and reduce maintenance costs.
- Director talked about being asked to order supplies for the City cleaning for the Library and park pavilion. Director feels like it is a conflict of interest. Board would like the Director to not be ordering supplies on behalf of the City. It is a City expense and should be handled by the City, not the Library.
- Director shared some maintenance issues at the Library that have been addressed along the past year plus with the Mayor/City.
  - Back workroom door of the Library has been leaking whenever we get a hard rain. It has been doing this for the duration of Director's time here and has been addressed and presented to City. Mayor and City staff have looked at it, yet have not come up with a fix. We have been given a large fan to help with carpet.

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

Baker&Taylor	Books	2038613320	$11.39
Baker&Taylor	Books	2038652214	$148.65
Baker&Taylor	Books	2038643452	$18.24
Amazon	Batteries for STEM	114-5519908-7110662	$43.99
Amazon	Book	114-8233027-7355405	$22.81
Amazon	Book/program supplies	114-2839471-0580243	$134.58
ATC	Phone	0013000600	$67.62
The Gazette	Newspaper	88557390	$374.40
DP Properties	Cleaning	100523	$508.00
Pamela Duball	Mileage		$44.22

Total Expense $1,373.90

October Income

Copies	$87.05
Park	$275.00
Benton County FY25 2nd quarter allocation	$1,461.25
FY25 Direct State AID (ENRICH)	$1,536.31

Total $3,359.61

Set next meeting- December 2nd, @ 4PM

Adjournment - Lochner made a motion to adjourn the meeting, Carney seconded, motion carried.

John Fiala _____ Date: 11/5/24

Terry Carney _____ Date: 11/5/24