

Atkins Public Library Board Minutes

June 4th, 2026 @ 4pm

City Council Chambers

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

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

Financial Report- Carney made motion to approve financial report, Lapan seconded, motion carried.

Unfinished Business-

- Director updated board on renewal of Carney's Board of Trustees term. It was accepted and approved by Mayor Cruise.

New Business-

- Board reviewed, discussed and set wages. Scheer made motion to approve RESOLUTION LIB2026-06-04 approving set wages, Carney seconded motion, motion carries.
- Director led board training. Boardroom Essentials-Running a Board Meeting.

Public Comment- Jane Scheer asked questions regarding wages, job descriptions and Trustee Handbook.

Boards Report-

Director's Report-

- The library had 296 patrons in the month of May, 232 attending programs, with a total of 628 using the library.
- Held 28 programs for the month of May.
- The library had 368 check-outs, 352 check-ins, 58 renewals, and 46 in house use.
- The library had 9 patrons added to our library family this month.
- Library has added 57 new holdings to our library.
- Summer Kickoff was huge success with 249 attending (as good as we could count) Lots of great comments, and relationships made.
- We have extended our Wiggles & Giggles story time to weekly.
- Working on adding more programs to the calendar.
- Summer Reading Challenge has kicked off June 1st.

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

The Curiosity Path	Summer Reading Program Performer	Invoice	\$75.00
DEMCO	Labels/supplies	Invoice#7805061	\$53.73
Amazon	Books/supplies	INV#1XG7WWMCHCCJ	\$309.84
Amazon	Supplies	INV#1T6FQTHTRL1P	\$48.45
ATC	Phone	Acct#0013000600	\$66.28
DP Properties	Cleaning	INV#701	\$635.00
Pamela Duball	Training/meetings	Mileage sheet	\$48.30
Amazon	Program	INV#1TPL6YQHL4LW	\$215.78
Amazon	Books/Program	INV#1GXCY44CKXWD	\$302.34
Amazon	Stamp	INV#17LC7W1WY9CQ	\$12.53

Total Expense **\$1,767.25**

April Income

Copies	\$9.85
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Next meeting: June 15

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

_____ Date: _____

_____ Date: _____

RESOLUTION NO. LIB2026-06-04

**A RESOLUTION SETTING THE BASE WAGES FOR EMPLOYEES OF THE
ATKINS PUBLIC LIBRARY EFFECTIVE THE BEGINNING OF THE PAY PERIOD
THAT INCLUDES JULY 1ST, 2026**

NOW, THEREFORE BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF THE ATKINS PUBLIC LIBRARY, ATKINS, IOWA, THAT:

The following persons and positions named shall be paid the base wages indicated and the City Clerk is authorized to issue warrants or checks less legally required or authorized deductions from the amounts set out below on bi-weekly basis and to make such contributions to the IPERS and Social Security or other purposes as required by law or authorized by Council, all subject to review and audit by Council.

- | | |
|---------------------------------------|-------------------|
| 1. Library Director Pamela Duball | \$38.75 per hour |
| 2. Library Tech Melanie Cook | \$19.72 per hour |
| 3. Library Assistant Addesyn Duball | \$19.72 per hour |
| 4. Children's Librarian Allie Mitchem | \$19.72 per hour. |

Now be it Therefore Resolved, the Atkins Library Board of Trustees hereby approved and adopted RESOLUTION NO. LIB 2026-06-04 this 4th day of June 2026.

Fiala

AF

Carney

sc

Scheer

dsr

Lapan

RKL

Lochner

absent

John Fiala

JOHN FIALA BOARD PRESIDENT

