

Atkins Public Library  
480 3<sup>rd</sup> Ave  
Atkins, IA 52206  
319.446.7676

The Atkins Public Library Board met on Wednesday January 13, 2016 at 6:00pm.

Member present: Mike Less, Ruby Parris and Donna Scheer. Member absent: LuAnn Anderson and Kirk Draper

Treasurer's report: Everything is looking good for the first six months of the fiscal year.

Secretary's report: Donna moved Ruby second to accept the report as printed, motion carried.

#### Old Business

Reviewed the ad for program director that will be in the paper.

Cathy attended city council meeting

#### New business

City council talked about putting a password and turning wireless off at the end of the day, more discussion at the next meeting to get the input from all members. At this time the Library Board does not agree with doing this. Cathy has contacted other libraries in the county and they do not turn it off or password protect it.

Holidays the library will go with the city holidays the only difference will be the day after Thanksgiving we will close.

The Children policy will not read. Any children under the age of ten will need to be accompanied by an adult.

Interviews: If there are several Cathy will do the first to narrow them down and then she will have a council members sit in.

#### Bills

Star Press for ad \$40.00

Ruby made a motion to pay the bill second by Donna motion carried

Ruby moved to adjourn, second by Donna motion carried.

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The Atkins Library board met on Wednesday February 17, 2016 at 6:30 pm.

Member present were: LuAnn Anderson, Ruby Parris, Mike Less, Donna Scheer and Cathy Becker.  
Absent Kirk Draper

Donna made a motion to approve the secretary's report from February 11, 2016, second by Ruby,  
motion carried.

Old Business:

Discussion was held on the Program Director Contract. It was determined to pay the program director in two payments of \$225.00. One payment at the beginning of the program and one at the end of July. This offer is non negotiable. Ruby made a motion to approve the payment and payment plan, second by LuAnn, motion carried.

Donna moved to adjourn, Mike seconded, motion carried.

Next meeting April 13, 2016

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The Atkins Public Library Board met on Wednesday April 13, 2016 at 6:00 pm. Members present: LuAnn Anderson, Mike Less, Kirk Draper, Ruby Parris, Donna Scheer, and Cathy Becker.

Treasure's report was reviewed; Cathy will talk to Amber about some questions on the report.

Secretary's report; Donna moved to accept the report as written, second by LuAnn motion carried.

#### Old Business

Summer reading Director candidate did not accept the position and did not return the original contract. Another candidate Cindy Luzum stepped forward. She is a school teacher who has done summer reading in another library for several years, she did accept the contract.

Budget: the city has filed for an extension.

#### New Business

Summer reading discussed above.

Change of officers: Donna moved, Ruby seconded the change of officers. Kirk Draper will be chairman and Mike Less will be vice-chair, motion carried. Our thanks to Mike for his years of service as chair person.

Early Out Wednesday: Cathy is looking at having a movie instead. She would ask that the kids attending would be picked up by 3:30. Snacks may constitute popcorn.

Door count: Cathy has been keeping track manually. The count reflects that almost double the patrons coming in are here for other reasons than checking out books. Kirk will look further into a door counter.

Twenty one overdue notices were sent out got an immediate response.

Adult color group has begun.

Next meeting May 11, 2016 at 6:00.

LuAnn moved to adjourn, second by Donna adjournment approved.

Atkins Public Library  
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The Atkins Public Library Board met on Wednesday May 11, 2016. Members present: Kirk Draper, LuAnn Anderson, Ruby Parris, Donna Scheer and Cathy Becker. Absent Mike Less.

Treasure's report was reviewed. Cathy and Kirk will talk to Amber about the report. Secretary's report; Donna moved to approve report, second by Ruby, motion carried.

#### Old Business:

Summer reading program is set up. Cindy Luzum has accepted the position. Registrations have been given to the school and will be sent home with the students.

Kirk gave a review of the door counter, he will look into some more details about the counter.

Atkins Family night will be July 9<sup>th</sup>. We plan on having a get together in town and then move to the Kernels games in Cedar Rapids.

#### New Business

The new shelving has been installed.

Cathy has found a deal on a table and four chairs for \$299.00 and two stools, Ruby moved to approve the furniture, second by Donna motion carried.

Cathy will check to see if the computers have been ordered.

LuAnn made a motion to pay the following bills, second by Donna motion carried.

Jones Company	\$3,064.00
Penworthy	95.88
Barnes & Noble	281.55

Donna moved to adjourn, second by LuAnn, motion carried.

Next meeting June 8, 2016

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The Atkins Public Library Board met on Wednesday June 8, 2016 at 6:00. Members present: Ruby Parris, Mike Less, Donna Scheer, Kirk Draper and Cathy Becker. LuAnn Anderson absent.

The treasurer's report was not available due to computer issues.  
Secretary's report, Donna moved to accept second by Mike motion carried.

Old Business

Summer reading program we have over seventy registered and everything is ready to go.

Door counter next meeting

We have not purchased a computer yet.

Twenty two overdue notices were sent.

New Business

After school kids and early outs. We have two kids that are here everyday from time school is out until the mother gets out of work. So far this has not been a problem. Will talk to the older one about helping with movie day when there is an early out.

Security has been breached with the city computers.

Attached is the following motion:

Mike moved, second by Kirk to purchase Life Lock for Cathy and Vicky for one year to protect their accounts and social security information, motion carried.

Bills Mike moved to pay the bills, second by Donna motion carried.

Next meeting August 10, 2016

Mike moved to adjourn, second by Donna motion carried.

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The Atkins Public Library Board met on Wednesday August 10, 2016 at 6:00p.m.  
Member present: Mike Less, Kirk Draper, Donna Scheer, LuAnn Anderson and Cathy  
Becker, absent Ruby Parris

Secretary's report: LuAnn made a motion to approve the minutes from the June 14,  
2016 meeting second by Donna motion carried.

Treasure's Report Non available

Old Business:

Summer reading program went very well with 65-70 kids in attendance each of the six  
weeks. Fifteen percent of the kids came from other communities. Registration went  
well. Cindy worked out really great.

Door count Kirk has not had time to do  
Computer Cathy has not ordered

New Business:

Early out program for grades K-4 will not take place do to the school starting early outs  
at noon instead of one.

Donna moved to close early on Watermelon Days second by Mike motion carried. Will  
close at 5.

County meeting Cathy attended the county meeting in Vinton yesterday. The standards  
for accreditation will be changing. We do not met Tier one we will have to do training  
for the board, get the catalog online, and job descriptions. These can easily be met in the  
next four years when accreditation is due.

Bills

Barnes & Noble

Ebschost \$108.50

Overdrive \$392.30

Bridges 58.00

Ode Design 44.00

Next meeting September 14, 2016

LuAnn made a motion to adjourn, second by Mike motion carried.

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The Atkins Public Library Board met on Wednesday September 14, 2016 @ 6. Members present: LuAnn Anderson, Mike Less, Kirk Draper, Donna Scheer and Ruby Parris.

Treasure's Report was reviewed and compared to last year. We are doing fine.

Secretary's report: Motion made by Donna to accept the August 10, 2016 report second by Mike motion carried.

#### Old Business

Door counter was tabled.

#### New Business

Board Training: Updated the job description for the library director and the assistant library director. Changes were made and will be ready for next months meeting.

Aerial Photo: Ruby made a motion to pay half second by Mike motion carried.

Movies on Saturday we will do one the Saturday after Thanksgiving and the first and third Saturdays in December. It will be form 10-12 a form will have to be filled out and only kids in grades K - 4<sup>th</sup> will be able to attend.

Bereavement should make improvements to the city handbook to include in-laws brother, sister and mother and father. Will tell the city about the decision.

Ruby made a motion to pay the bills second by Donna, motion carried, bills follow:

Wal-Mart	\$ 46.95
Capstone books	\$495.75
Sentimental	\$125.00
Barnes & Noble	\$671.51

Next meeting October 12, 2016 @ 6:00

LuAnn made a motion to adjourn, second by Mike motion carried.

Respectfully submitted by

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The Atkins Public Library Board met on Wednesday October 12, 2016 @ 6:00pm.

Members present: Mike Less, Kirk Draper, LuAnn Anderson, Ruby Parris and Cathy Becker, absent Donna Scheer.

Secretary's report was approved with additions. Cathy Becker's name was not on the report.  
Treasurer's report was reviewed we are doing well.

Old Business

Door Counter Kirk is looking into this.

Job description was reviewed and approved motion by Ruby second by Mike.

New Business

Board Training: Bill paying policy

The Atkins Public library Board gives the Director of the library the ability to pay the bills and then submit them to the board at the next available meeting. Approved October 12, 2016. LuAnn moved to accept second by Mike motion carried.

Watermelon Days Cathy will not be in charge of the committee but we will sell the t-shirts at the library.

Bills: Popular Subscription Service \$321.57

Barnes & Noble \$207.59

Ruby made a motion to approve second by LuAnn motion carried.

Mike made a motion to adjourn second by LuAnn motion carried.

Next meeting November 16, 2016



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Atkins Public Library Board met on November 16, 2016 at 6:00. Members present: Ruby Parris, Donna Scheer, LuAnn Anderson, Cathy Becker and Vicky Myers.

Treasurer's report was discussed extensively.

Secretary's report, Mike moved to approve, second by Donna, approved.

No Old Business

New Business

The Atkins Employee city handbook was discussed. It was decided that Kirk would go to the city council meeting with Cathy and discuss the handbook. Specifically benefits, and to define permanent part-time and temporary part time. Cathy will present questions to the City Council on behalf of the Library Board. Issues to bring up: holiday, sick pay, educational assistance, bereavement, jury duty, medical leave and family leave.

Holiday and Christmas we will be closed on December 24<sup>th</sup> and December 26<sup>th</sup>.

Budget next month.

Ruby moved to pay the bill second by LuAnn motion carried.

Bills Barnes & Noble                      \$271.38

Next meeting December 1, 2016 at 6:00

Donna moved to adjourn, second by LuAnn motion carried.

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The Atkins Public Library Board met on Tuesday November 28, 2016. Members present: Ruby Parris, Kirk Draper, Donna Scheer, Mike Less, also present were Tim Harbach and Cathy Becker.

#### Old Business

Mike made to approve secretary's report with correction of Kirk Draper being at the previous meeting, second by Donna motion carried.

Budget: An extensive discussion was held on the budget, on higher expenses and ways to meet these needs.

Budget Changes: Health Insurance increase of \$8,000., employee will pay \$50. per month.

Items staying the same: books, audio/video, postage, summer reading, cleaning service, tech support and training expenses.

Decrease items:	office supplies by	\$500.00
	periodicals by	\$275.00
	office equipment by	\$500.00

Increase items :	telephone increase to	\$1,000.00
	utilities to	\$7 000.00
	building repair to	\$2,000.00

Motion made by Donna to approve budget, second by Mike motion carried.

#### New Business

Discussion was held on payment of copies if not paid when made they will not get anymore copies until their passed copy bill was paid.

Ruby moved, Donna second to require a payment of \$1.50 for books ordered in from another library, motion carried.

Kirk still investigating door counter.

Next meeting January 11, 2017

Mike moved to adjourn the meeting, second by Donna motion carried.