

ATKINS PUBLIC LIBRARY
480 Third Ave.
Atkins, IA 52206
319.446.7676

Atkins Public Library board met on Wednesday January 21, 2015 at 6:30 p.m.

Present were: Kirk Draper, Donna Scheer, Mike Less, LuAnn Anderson, Ruby Parris, Cathy Becker and Melissa Rammelsberg

Treasure's Report: Melissa explained the three items in the budget that the board needs to be watched. They are: Building Maintenance, Utilities and wages. Wages were not figured at thirty eight hours per week, they were figured at thirty six hours and did not include part time wages for the Directors vacation or sick time. We will need to do an amendment soon. We will absorb supplies into the budget.

Secretary's report: Donna, moved, Kirk seconded to approve the report, all in favor.

Old Business

Accreditation deadline has moved to the end of February.

New Business

Ruby moved, second by LuAnn to ask the adult book club to pay a \$10.00 fee at the beginning of the year (September) to offset the cost of mailing the books back to other libraries, motion carried

Received a donation from Jane Scheer to be applied to the new shelving units with Thanks.

Donna moved, second by Kirk second that we charge \$.10 per page for IRS forms and school papers, motion carried.

Cathy and Melissa are working through a contract for DP Properties with stated frequency, hours, and duties. \$120.00 has been agreed upon per week.

Summer Reading is Super Heroes will be held on Wednesday for six weeks starting in June.

City Council meeting is Feb. 2 they have requested a board member attend the meeting. Kirk and Mike will do so.

Cathy will review hours required before the next council meeting.

Ruby moved on payment of bills Donna second, motion carried bills follow.

Bills

Pumpkin Books	\$92.79
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Barnes & Noble	\$64.35
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Next Meeting February 11, 2015 at 6:30 p.m.

Donna moved to adjourn, second by Kirk, motion carried

Respectfully submitted by

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Atkins Public Library board met on Wednesday February 11, 2015 at 6:30 pm.
Present were: Kirk Draper, Donna Scheer, Mike Less, LuAnn Anderson, Ruby Parris, Cathy Becker
and Melissa Rammelsberg

Treasure's Report: Melissa covered the treasurer report. May have to amend the budget in the areas of utilities, building maintenance and wages. Donna moved and Kirk second to approve report as presented, motion carried.

Secretary's report accepted as written.

Old Business

Accreditation deadline has moved to March 20th, Cathy will be taking a class to make sure all reporting is done correctly.

P.O. Box will be \$86.00 per year we will look at getting a rural delivery box. We have to make sure it complies with the Post Office carrier. No immediate decision is needed.

Hours: will be changing April 1, 2015. They will be: Monday thru Friday 10-12 and 1-6 Saturday will remain 9-12. No more Wednesday evening hours. Number of hours worked per week will remain the same. Ruby moved to change the above, second by Kirk, motion carried.

Discussed possibility of hiring a second part time person.

Cleaning contract we are still getting bids for comparison before writing a new contract.

Summer Reading we cannot charge for this service but can ask for a donation.

New Business

Program position we will not be doing this until at least August, we will need to post for two weeks.

Would like to have them in place for the Summer reading class which is scheduled for late fall.

Next Meeting March 11, 2015 at 6:00 pm.

Donna moved to adjourn, second by Ruby, motion carried

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April 15, 2015

Present: Kirk Draper, Donna Scheer, LuAnn Anderson, Mike Less, Ruby Parris, Cathy Becker, Melissa Rammelsburg, and two high school students

Treasure's report: Melissa covered the report and gave an update on the amendment for the city council. We will be over \$3,495.85 major areas we are over: Wages, utilities, building repairs, office supplies and office equipment. Revenue above projections: donations, property insurance, county, Enrich Iowa, and other.

Secretary's report Donna moved, LuAnn second to approve, motion carried.

Old Business

Motion by Mike second by Ruby to put the \$.27 library levy on the ballot this fall. Ayes none nays Less, Draper, Parris, Anderson, Scheer

Summer Reading program will run five weeks and will have pre registration

New Business

Inter Library Loan Fee motion by LuAnn second by Kirk to institute a \$1.50 fee for each book ordered to be covered by the patron this will take affect May 1, 2015, motion carried

Friends group Cathy researched: incorporation, bylaws, mission statement, must stand alone and need to pay an attorney consensus was this is not feasible at this time.

Ruby moved, Kirk second to move the meeting time to 6:00 on the third Wednesday of the month.

Citizen of Atkins have presented the idea of making "Memory Lane" of donated trees. The board thought this was a great idea.

Kirk presented the idea of a sensor to do a patron count. The cost is not feasible at this time.

Donna moved, LuAnn seconded to pay the bills, motion carried.

The board adjourn to go into closed session

Donna moved to adjourn second by LuAnn, motion carried

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Atkins Public Library Board met on Wednesday May 20, 2015 at 6:30pm. Member present: Less, Parris, Draper, Scheer. Absent Anderson. Guests were Melissa Rammelsburg, Becker, and Mayor Becker arrived at 6:55pm.

Treasure's report was covered by Melissa. Everything looked really good, the board likes the new form she is using.

Secretary's report Scheer moved, Draper seconded motion carried.

Old Business:

Draper moved, second by Scheer to accept the Secretary's report and to begin our meetings at 6:00 pm., on the Second Wednesday of the month. Motion carried

New Business

A Ceder Rapids based company has contacted Cathy about doing an on-site book sale, the board encouraged she give this a try at the end of the summer reading program.

Pre registration for the summer reading program is over sixty attendees.

Parris moved, second by Scheer to approve the cleaning contract, motion carried.

The library was broken into on Wednesday May 13, 2015 they broke the back door and took just the bills out of petty cash. There was \$124. in bills in there. A security system was discussed by Mayor and they are looking into this it will not happen for a couple of months.

Cathy reported at the county meeting that Van Horne was also broken into and that circulation across the state is down. Blainstown also has a new director.

Programming: the board needs to think about this and see if it is something we want to pursue. This would be for additional programming, Cathy will continue to do the programs she is doing.

Mayor Becker brought some information to the board about a transition period for some upcoming city clerk staff changes. The board has encouraged him that the library and board would do anything to help out.

Scheer moved, second by Draper to pay the bills, motion carried.

Scheer moved, second by Parris to adjourn, motion carried.

Next meeting June 10, 2015 at 6:00

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The Atkins Public Library Board met on Wednesday July 8, 2015 at 6:00pm. Those present were: Ruby Parris, Donna Scheer, LuAnn Anderson, Mike Less and Cathy Becker, absent Kirk Draper

Treasure's Report was unavailable

Secretary's report Donna moved to accept second by LuAnn motion carried

Security systems; we have been looking into them City Council will have to make the final decision.

Summer reading program is going well, donations have been coming in and we have twenty seven volunteers. Considering having two programs next year.

Book sale we have not gotten any more information.

New Business

Will be writing a sex offender policy which will include the current Iowa code.

Computer problems are being addressed at this time.

Donna moved to adjourn, second by Ruby motion carried
Next meeting August 12, 2015 at 6:00

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The Atkins Public Library Board met on August 12, 2015 at 6:00pm.

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

Secretary's report LuAnn moved, second by Donna to accept the report, motion carried
Treasurer's report was not available.

Security issues have not been decided yet.

Summer Reading program was very successful with 136 signed up. Plan to have two sessions next year.

Had twenty seven volunteers who plan to return next year.

Programming is still in the planning stages. This would be for summer reading.

Had problems with the AV due to kids turning off the condensers

New Business

Early out as of this time we only have two signed up so are not planning on a program.

LuAnn moved to pay the bills, second by Donna, motion carried

Bills

Micro Marketing	\$ 45.99
Barnes & Noble	\$213.42
Overdrive	\$ 65.00
Bridges	\$385.30

Donna moved to adjourn LuAnn second, motion carried

Next meeting September 9, 2015 at 6:00pm

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The Atkins Public Library Board met on Wednesday September 9, 2015 at 6:00.

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

Treasurer's report was reviewed

Secretary's report: Donna made a motion to approve the August 2015 report, second by LuAnn, motion carried.

Old Business

Security: no further action has been taken by the city council

Early out program we will continue to have this as we now have seven kids signed up.

Sex offender policy was reviewed, motion made by Ruby, second by LuAnn to approve motion carried.

See attached

Summer reading program, Cathy will come up with a job description.

New Business

Vandalism: We now have had three incidents of vandalism at the library/city hall.

1. break in
2. switched off the condensers on the air conditioners
3. threw rocks down the sewer clean out causing water to back up in all the bathrooms

The city is looking into putting up a fence in the back of the building to ward off additional problems

Twenty two trees will be planted on September 20, 2015 at 1:00. Dick Lange wrote a grant for this we will need volunteers to help with the planting. Refreshments will be served.

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

State Library \$ 25.00

Popular Subscription \$382.00

CapStone \$395.79

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The Atkins Library Board met on Wednesday October 14, 2015 at 6:00pm. Member present: Mike Less, Kirk Draper, Ruby Parris, LuAnn Anderson, and Cathy Becker. Absent Donna Scheer

Treasure's report was unavailable due to Amber being on vacation.

Secretary's report: LuAnn moved, Kirk second to approve the September 2015 minutes, motion carried.

Old Business

Security: City Council is looking into this issue so the Board will let them take it over.
Summer programming will advertize for a programming person in the county papers.

New Business

People counter still waiting to hear from Fairfax Public Library on where they got there's from.

Budget we need to start thinking about the 2016/2017 budget Cathy will talk to Amber and see when we can sit down and discuss it.

Pursue getting AIM to pay back the \$2300.00 start up money we gave them as approved earlier.

Ruby moved to pay the bills, second by LuAnn motion carried. Bills follow

Micro Marketing	\$147.48
Broad Reach	\$276.80
Book systems	\$795.00

Next meeting November 16, 2015 at 6:00 pm.

LuAnn moved to adjourn second Kirk motion carried.

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The Atkins Public Library Board met on Monday November 16, 2015 at 6:00. Member present: Mike Less, Donna Scheer, Ruby Parris, Kirk Draper, LuAnn Anderson and Cathy Becker

Treasure's report was reviewed some items are being checked for accuracy.
Secretary's report Kirk made a motion to approve, second by Donna motion carried.

Old Business

The city is working on the security issues of the building the board will leave it to them at this time.

Summer Reading program director postponed until January 2016

Budget needs to be done by mid January at this time all budget items are in line with percentage of year passed.

Lock: Todd is working on a lock for the door between the library and City council chambers.

New Business

Teen advisory Board was discussed, we will advertize this in the next news letter. They will meet three to four times a year and help choose books for junior and young adult.

Copies for the community organizations have been free for those who donate to the library we will continue this policy.

Ruby made a motion to increase copy fees to \$.20 beginning January 1, 2016 second by LuAnn, motion carried.

Petty cash was discussed. Cathy does not like having a lot of petty cash around. LuAnn made a motion to keep \$10.00 in petty cash and to reconcile it back to \$10.00 at the end of each month, second by Donna, motion carried.

Donna made a motion to pay the bill, second by Kirk motion carried.

The Star Press Union \$29.34

Next meeting December 9, 2015

Donna moved to adjourn, second by Ruby motion carried.

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The Atkins Public Library Board met on Wednesday December 9, 2015 @ 6:00pm. Members present: Mike Less, Donna Scheer, LuAnn Anderson, Kirk Draper, Ruby Parris and Cathy Becker

Treasurer's Report was discussed. Discussed looking into a foundation and discussed the AIM portion of the budgeted money.

Secretary's report: Donna made a motion to approve, LuAnn seconded, motion carried.

Old Business

Want ad for program director was discussed. Cathy had made a sample, the board made suggestions and it is to be published in the Star Press.

Lock was made for the doors between the library and the city council chambers. It is working well.

Budget looks good for the first part of the fiscal year. Part time wages could be used to cover a program director's wage.

Petty cash has been set at \$15.00

Teen volunteer advisory board we have two young men interested.

New business

City council would like Cathy to come to the December 21st meeting with the job want ad and description. Kirk will attend with her.

Jane Scheer made a donation to the library and Baird matched it by 50%.

Kirk moved, LuAnn seconded to pay the bills, motion carried. Bills follow.

TLS	\$ 89.98
Barnes & Noble	\$400.00

Donna moved to adjourn, second by LuAnn motion carried.

Next meeting January 13, 2016 @ 6:00p.m.