

MINUTES

Finney County Public Library Board of Trustees Meeting January 22, 2018 5:00 PM

Members Present: Tom Klassen, Dave Jones, Claudia Ward, Susan Waller, Sylvia Lira

Members Absent: Boyd Funk

Others Present: Pam Tuller-Library Director, Christine Hands-Recorder, Ken Harsha-Friends of the Library Secretary, Don Jernberg—Friends of the Library President.
Tom Klassen called the meeting to order at 4:59 p.m. Tom asked if there were any additions or deletions to the agenda. Nothing Noted.

Minutes: The December Minutes were presented for approval. Tom asked if there was any discussion. None noted. **Susan Waller made a motion to approve the December minutes. Claudia Ward seconded the motion. The motion carried. The December minutes were approved.**

Financial Reports December: Tom Klassen asked if there were any questions or comments regarding the December financial reports. Claudia asked for clarification of the Office Supplies purchases. Pam Tuller explained that the purchases were part of the annual spending to use up the remaining funds at the end of the year. Claudia Ward asked for clarification of the Thread purchase. Pam Tuller explained the purchase was for the system that would allow power stations to be installed in several areas of the library to accommodate laptop and cell phone charging for patron use. Susan Waller asked for clarification of the Hobby Lobby purchase. Pam Tuller explained the items purchased would be for prizes for events and some of the items were for programming supplies. Claudia Ward asked for clarification of the Sam's Club purchases. Pam Tuller explained the purchase was for the staff Christmas party and for goodwill gifts. **Sylvia Lira made a motion to approve the December financial report. Susan Waller seconded the motion. The motion carried. The December financial reports were accepted for filing.**

Statistics Report December: Tom Klassen asked if there were any questions or comments regarding the December statistics report. Pam noted that the new outreach employee would be in training during the library closure and would start outreach when the library re-opened. **Claudia Ward made a motion to accept the December statistic report. Susan Waller seconded the motion. The December statistics report was accepted for filing.**

Friends of the Library—Ken Harsha presented the board with a financial report for the Friends of the Library. He stated that there would not be a book sale in February.

Correspondence: Christine Hands presented the WKCF 4th quarter funds activity statement to the board for review. Christine Hands presented a letter received from ARSI regarding the Jennifer Arellano theft case. It was a notification of the debt collection. Christine Hands presented a greeting card to the board from LS&S.

Library Report: Pam Tuller--January 2018

LIBRARY PROGRAMS

- Santa Storytime – 86
- Winter Movie Special

LIBRARY TRAINING

- Adjusted Order Process

LIBRARY PARTNERSHIPS

- Southwest Kansas Child Advocacy Program – Taking all children’s books from basement
- Genealogy has moved to the Historical Museum
 - Boxes are flattened and ready to be picked up
- Friends / Better World Books – new Pre-screen process

MISCELLANEOUS LIBRARY INFORMATION

- Reminder that after our 2 week closure, it is possible that we will be opening late (by 3 every day)
- Hoopla – January 18 New Users, 60 total, 155 circs, \$295.70
- Hoopla – 2017 (Aug – Dec) – 142 Users, 618 circs, \$1,176.42

NEXT MONTH

- Library Closed Jan 29 – Feb 9
- Inventory, Weeding, Catalog Clean Up
 - Carrie Geher, Diane Drake, and Shawn Townsend from LS&S here for a week
 - This could drastically change our circulation stats

Board of Trustees Report:

Claudia Ward— Nothing Noted

Susan Waller—Nothing Noted

Dave Jones—Dave presented the board with a copy of the final costs paid by the County to move the Genealogy materials from the library to the Historical Society.

Sylvia Lira—Nothing Noted

Tom Klassen—Nothing Noted

Boyd Funk—Nothing Noted.

Old Business:

- Money Transfers—Christine Hands noted that two money transfers needed to be made from Operating to Out of Contract. \$252.01 for the Smart Start funds from Kansas Notable Book grant and \$560.38 for the Friends of the Library 4th quarter bookstore receipts to cover expenses paid out of contract.
- The Board decided to move the February board meeting to February 26, 2018 due to the holiday.

New Business:

- Library Discards--The board told Pam that she could give the discards from the upcoming weeding project, catalog clean up and inventory to the Friends of the library to use in the bookstore and book sales. The board members thanked the Friends for their support.

Out of Contract: The following checks were signed by the board.

- Friends of the Library--\$560.38—4th Quarter Bookstore Receipts
- Commerce Bank Visa--\$112.44—Family Place Supplies

The secretary signed the minutes and the financial statements.

The Meeting adjourned at 5:55 p.m. The next meeting is scheduled for February 26, 2018 at 5:00 p.m.

Respectfully submitted,

Claudia Ward