

## MINUTES

### Finney County Public Library Board of Trustees Meeting September 17, 2018 5:00 PM

**Members Present:** Sylvia Lira, Dave Jones, Claudia Ward, Christine Lightner, Susan Waller

**Members Absent:** Tom Klassen

**Others Present:** Pam Tuller-Library Director, Christine Hands-Recorder, Mickey Coalwell-LS&S, Leon Volk-Commercial Sign

Sylvia Lira asked if there were any additions or corrections to the Agenda. None noted. **Dave Jones made a motion to accept the agenda as written. Susan Waller seconded the motion. The motion carried.**

**Introductions:** Pam Tuller introduced Cody Spitzer, the new adult programming employee to the board. Cody gave the board a brief biography of his education and background. He shared programming ideas including College Savings, Book Clubs and Adult computer sessions. He told the board he worked the library booth at the fall fest and compiled programming options with a public survey he conducted. Two options, "Adulting" 101 and Nutrition were the most popular. He also pointed out the banned books display he put up in the library for banned books week. The board members welcomed him.

**Minutes:** The July Minutes were presented for approval. Sylvia asked if there was any discussion. None noted. **Dave Jones made a motion to approve the July minutes. Susan Waller seconded the motion. The motion carried. The July minutes were approved for filing.**

**Financial Reports July:** Sylvia asked if there were any questions or comments regarding the July financial reports. Susan Waller asked about the Cox Communications bill. Christine Hands explained the extra charges were for a service call for a speed test requested by the LS&S IT department. She also asked about the SRP stipend from Petty Cash. Pam explained this was partially for the Tancayo family entertainment and the DJ for the teen event. Sylvia asked about the duplicate City utility bills. Christine explained there were two separate services, one for the library and one for Nature Explore. **Claudia Ward made a motion to approve the July financial reports. Susan Waller seconded the motion. The motion carried. The July financial reports were accepted for filing.**

**Statistics Report July:** Sylvia asked if there were any questions or comments regarding the July statistics report. Nothing noted. **Susan Waller made a motion to accept the July statistic report. Claudia Ward seconded the motion. The motion carried. The July statistics report was accepted for filing.**

**Financial Reports August:** Sylvia asked if there were any questions or comments regarding the August Financial reports. Claudia Ward asked for clarification regarding the Key Office bill. Pam explained the bill was for the overage charges for copy use at the end of the annual contract. **Susan Waller made a motion to accept the August financial reports. Claudia Ward seconded the motion. The motion carried. The August financial reports were accepted for filing.**

**Statistics Report August:** Sylvia asked if there were any questions or comments regarding the August statistics report. Nothing noted. **Christine Lightner made a motion to accept the August statistic report. Susan Waller seconded the motion. The motion carried. The August statistics report was accepted for filing.**

**Friends of the Library:** Pam said that the Friends were accepting donations again. She said the next meeting would be on October 20, 2018. This is the annual meeting with the election of officers. She noted that the bag of books sale would be in November.

**Library Report:** Pamela Tuller, Library Director

- **LIBRARY PROGRAMS**
  - Harry Potter-This new event is happening on the first Saturday of the month. The first event consisted of games, activities and an interactive participation of the first Harry Potter movie.
  - Wee Readers is starting up again with the start of school.
- **LIBRARY TRAINING**
  - Pam, Becky and Calli attended a Fred Pryor Supervisor Training seminar.
  - Calli and Chris will be attending the Match Day orientation sponsored by the WKCF.
  - Cody will be attending a seminar in Dodge City.
  - Calli and Megan participated in an online training.
- **LIBRARY PARTNERSHIPS**
  - Summer Reading – YMCA and Community Daycares Outreach Program
  - Destiny Supports Volunteer Program. They will volunteer to give back to the library.
- **MISCELLANEOUS LIBRARY INFORMATION**
  - Hoopla is expanding. Pam will be reducing the allotted check outs from seven down to five. She said she would gather the usage information by age groups.
  - Jennifer Gilthrop the Chief Library Officer of LS&S visited the library in August. She was here to visit our library and meet the library staff.
  - Claudia and Susan have been working in the basement cleaning, organizing, and cataloging the archives. Great big Thank You!

**Board of Trustees Report:**

Christine Lightner—Nothing Noted.

Susan Waller— Nothing Noted.

Dave Jones— Nothing Noted.

Claudia Ward—Claudia requested that the board is informed that the materials and the spaces are being used in the basement. She inquired about spend down movement of funds to other budgeted items. Pam clarified the funds could be moved and used as needed for the year end spend down. She also asked about the Better World Books annual revenue. Pam shared the current numbers and also noted the significant increase in revenue resulting from the restructuring of the process.

Sylvia Lira—Sylvia said she shared the Summer Reading pictures at the Black Hills advisory program. They were impressed with the Summer Reading activities.

**Old Business:**

- Library Sign
  - Bids-Three bids were opened and reviewed
    - Guthman Signs--\$50,610.43
    - Commercial Sign--\$55,800.00
    - Luminous Neon, Inc.--\$59,985.00

The board reviewed and compared the bids. They directed questions to Leon Volk from Commercial Signs who was present. The board was informed of the city ordinance that allows signs to be lit from 7:30 am to 6:00 pm. The proposed changes to the ordinance all signs to be lit from sunrise to sunset with the option of an auto dimmer. **Claudia Ward made a motion to accept the Commercial Sign bid of the base price of \$55,800.00 with a negotiated price increase for additional sign upgrades for a push through aluminum design with a resolution of 10mm. for the price of the balance of the Boiler Fund of \$60,091.71. Christine Lightner seconded the motion. The motion carried.**

- Funding—The board agreed to move forward with dissolving the CD-34(Boiler Fund) and sending the 1<sup>st</sup> half payment of \$30,000.00 to Commercial Sign. Dave requested that Pam call 3G Electric to determine the electric service to the existing sign and if new service would be needed.

- Policies
  - Services and fees- Pam reviewed the changes to the services and fees with the board. There was a brief discussion of the cost for notaries. The board agreed to the proposed changes including an agreed upon \$5.00 fee per notary.
  - Meeting Room- Pam discussed the possible uses for the 5 spaces available for use. She gave the board an overview of the proposed fees for the new areas and the changes to the existing fee schedule. There was a brief discussion about the kinds of uses that should be allowed. It was agreed that the space could be used for all meetings and the not for profit restriction be removed. The uses for Parties and Showers were discussed. This area was suggested by Christine Lightner and she had left the meeting early. Her input was needed for further discussion. This item will be left on the table until the next meeting.

**New Business:**

- Website Review—Pam informed the board that the new library website had been completed. She asked the board to review the website.

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

- Commerce Bank--\$735.84—Kansas Notable Grant Expense/Memorial Expense
- Commerce Bank--\$47.74—Nature Explore Supplies
- Steam Action Restoration--\$1020.00—Carpet and Chair Cleaning Meeting Rooms
- LS&S--\$921.47—Summer Reading July OOC
- LS&S--\$24.70—Summer Reading August OOC

The secretary signed the minutes and the financial statements.

The Meeting adjourned at 6:51 p.m. The next meeting is scheduled for October 15, 2018 at 5:00 p.m.

Respectfully submitted,

Claudia Ward