

MINUTES

Finney County Public Library Board of Trustees Meeting March 18, 2019 5:00 PM

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

Members Absent: None

Others Present: Pam Tuller-Library Director and Jennifer Giltrop-LS&S, Calli Villanueva-Program Director, Chris Hands-Recorder

Sylvia Lira called the meeting to order at 5:03 pm.

Sylvia Lira asked if there were any additions or corrections to the agenda. Chris Hands added two letters from Western Kansas Community Foundation with the funds distributions for the Library Fund and the Wampler fund. She also added two checks drawn on the Out of Contract account. One for Commerce Bank Visa in the amount of \$1.28 and a check to Heather Schlegel in the amount of \$250.00 for a used refrigerator for the break room.

Claudia Ward made a motion to accept the changes to the agenda. Susan Waller seconded the motion. The motion carried.

Minutes: The January minutes were presented for approval. Sylvia asked if there were any additions or corrections to the minutes. Susan Waller made corrections to the comments under the statistic reports to correct the names of the persons who made the comments regarding the outreach services to the Cottages and the Ranch House senior living homes. **Dave Jones made a motion to approve the January minutes with corrections. Claudia Ward seconded the motion. The motion carried. The January minutes were approved for filing.**

Financial Reports January and February: Sylvia asked if there were any questions or comments regarding the January and February financial reports. From the January reports, Claudia asked how the funds from Kansas for the State Aid were distributed and where the funds come from. Jennifer Giltrop explained the funds are distributed based on a formula and they came from the State of Kansas. Dave Jones added further comments about how the funds initially come from the Federal Government.

From the February reports, Claudia asked for clarification on the bill from the City of Garden City for the false alarms. Pam explained they charge \$25.00 per call and bill the library once a year for the total overages in that year. She also noted that there were excessive calls in 2018 due to the contractor traffic during the renovations. Claudia noted the costs for the drinking water delivery services from Scheopner's and requested a possible alternative be considered. Dave Jones asked about the purchase of a book from Michael Frederick. Pam explained the book was purchased as a summer reading prize. She also stated we had purchased several books from the author in the past. Claudia asked for clarification on the charge for the monthly seat license. Pam explained this charge was for the monthly services for the Polaris circulation system used in the library. Claudia asked what the purchase from Infogroup was for. Pam explained this was for the annual Polk City Directory. Claudia asked about the ABDO purchase. Pam explained there were seven sets of books purchased for the children's non-fiction collection. Christine Lightner asked about the purchase from the Junior Library Guild. Pam explained the purchase was for a collection of books that would be delivered throughout the year that meet the Guild's standards for excellence. **Tom Klassen made a motion to approve the January and February financial statements. Susan Waller seconded the motion. The motion carried. The January and February financial statements were approved for filing.**

Statistics Report January and February: Sylvia asked if there were any questions or comments regarding the January and February statistics reports. Claudia asked for clarification on the numbers for the outreach books being offered at the nursing homes. Calli Villanueva explained that 50 books were taken to each of the nursing homes for selecting. Claudia asked if they were the same books. Calli said that the selection of books changes for each round of visits. **Susan Waller made a motion to accept the January and**

February statistic reports. Tom Klassen seconded the motion. The motion carried. The January and February statistics reports were accepted for filing.

Friends of the Library: The January meeting was rescheduled for February 16. Pam reported that the Beef Empire Days Book Sale was scheduled May 29-June 31, the week of the Summer Reading Kick off.

Board of Trustees Report:

Christine Lightner—Christine asked if there were plans for Madella's retirement. Pam said she would not be leaving until the end of July and that she would keep the board informed.

Susan Waller— Nothing

Dave Jones—Dave asked Pam if she had the prospective board member biography letter. Pam noted that the issue was on the agenda in New Business. He shared he was impressed with the coverage of the library programs in the press. Calli explained that she sends a copy of our event calendar to the photographer each month and that he was very good about covering the library events.

Claudia Ward—Nothing

Tom Klassen— Nothing

Sylvia Lira—Nothing

Library Report: Pamela Tuller, Library Director

February went by really fast with the Lock-In and my vacation. I am happy to say there were no major issues during my vacation and Calli did a fantastic job taking care of things while I was gone.

Currently, I am working on the following projects:

- Budget Request to the County Commissioners (Due April 26, 2019)
- Reviewing our reports to ensure efficiency and usefulness
- Reviewing our policies and other libraries policies for revisions starting in May, 2019

Staffing Report

The library was fully staffed in February, 2019. We have 10 full-time staff, 5 part-time staff, and 1 paid volunteer through SER (Senior Employment Rehabilitation). As of March 12, 2019, Karen Baird has resigned; her hours will be given to Eren to make her a full time employee.

Training Report – Calli, Chris, Cody and Lexie attended the SWKLS Kan-Do (Tech Day) on February 8th 2019. Pam, Calli, Cody, Lexie, Madella and Emily attended the SWKLS Summer Reading Workshop.

Partnerships Report

Finney County United Way and Dolly Parton's Imagination Library

Garden City High School Student Council's Shoe Drive

Black Hills Energy will be sponsoring Troy Graham's performances for Summer Reading.

Kansas Health Foundation has asked to partner with us for their Early Literacy Project.

Kansas Health Foundation will possibly sponsor Wee Readers during Summer Reading.

Programming Report

Wee Readers had 12 storytimes and 306 people attended. The themes in February included "Let it Snow, Happy Birthday Wee Readers (starting 16th year), Love All Around, Friendly Monsters, and Travelin' Trains. The children enjoyed Crowns and Snacks, Valentines Cookies and Decorating Hearts, as well as Train Sets and Engineer Hats. Katie Workman volunteered to run Wee Readers while Madella attended the Summer Reading Workshop in Dodge City. In the past 12 months, Madella has entertained 3,162 children and adults in Wee Readers.

Children's services have seen great turnouts for the new Dream Big Storytime with a local EMT/Firefighter. Brett Crandall preformed his version of The Wizard of OZ on February 15th.

Teen/Tween services held Harry Potter Saturdays on March 2nd by showing The Half Blood Prince. This program included a costume contest and making memory vials and slime. The TALC Lock-In was held on February 8th.

As Lexie gets closer to her due date, we have created a plan to ensure her programs are covered during her maternity leave.

Adult services started Adulting 101 and Computer Basics in February. Adulting 101's first topic was relationships and family; covering such topics as dating, relationships, and parenting to name a few. Computer Basics allows participants to follow tutorials and teachings on basic computer skills for people who have little to no knowledge about computers. The first topics covered during this 6 week class Keyboarding, Using a Mouse and Basic Internet Usage.

Miscellaneous Information

Installation of the BEAM Floor Projector February 26th.

The library was closed the 18th of February in observance of President's Day.

Coming up Next Month (March)

Pam will be attending the LS&S Leadership Summit March 3rd – 5th

Programming –

Harry Potter Saturdays – March 2nd (The Deathly Hallows Part 1 & 2)

Spring Break Lego City – March 11th-15th

Spring Break Movie – March 11th-15th

Debut of our BEAM Floor Projector during Spring Break

Horizons Book Club (for adults) – March 9th & 23rd

Nutrition Talks – March 16th

Correspondence:

Email from KS Public Library Survey State Aid. Pam shared that the State Aid funds in the amount of \$10,561.40 had been distributed for the library. Jennifer explained that Pam had recently completed the State survey that generates the fund distributions.

WKCF distribution notices for the Wampler Fund and the Library Fund. Pam noted the distributions were lower this year.

Old Business:

- Wampler fund repayment—Pam presented the board with a spreadsheet which explained the breakdown of expenses for the Wampler fund distribution at the end of 2018. She requested the board undo the motion made at the November meeting by Dave Jones to move the monies. Instead, she asked, to transfer \$6,068 from the Wampler Account to cover the purchases of the shelving units and part of the Beam projector. **Dave Jones made a motion to undo the motion, offered at the November meeting, and seconded by Susan Waller to “transfer \$10,000 from the Wampler Account to the Operating Account to cover the LS&S contract. These funds will be paid back to the Wampler account as soon as possible.” Christine Lightner seconded the motion. The motion carried. Christine Lightner made a motion to transfer \$6068.00 from the Wampler Account to the Operating Account to cover the purchase of the shelving units for Dorothy’s Room (\$1,894.66) and for part of the Beam Floor Projector (\$4,173.34) without payback required. Susan Waller seconded the motion. The motion carried.**

- Treasurer Bond—Chris Hands will request a quote from Keller Leopold for bonding Tom Klassen. Pam will contact the county to inquire if this could be done through the county. Bond amount to be \$100,000.00 to comply with K.S.A.12-1226.
- LS&S Contract Schedule A clarification--Revision of minutes from the Special Meeting December 18, 2018. **Tom Klassen made a motion to amend the 3rd paragraph of the minutes from the December 18, 2018 special meeting to read—“Todd Frager said he was confident of the negotiations between the board and LS&S. He said there could be a reduction in operations not affecting materials or staff salaries and that LS&S would absorb any excess costs. He said that LS&S was prepared to make the budget work without disruption of the levels of service. There was discussion whether or not there should need to be an addendum on their pricing and a new Schedule-A would need to be signed. Todd replied that this would not be necessary”.** Claudia Ward seconded the motion. The motion carried.

New Business:

- Board Member Replacement—Pam presented the board with a letter of reference for a board member replacement to take the seat that will be vacated by Susan Waller, the outgoing board member. The board was in consensus to forward the letter to the County commission for consideration.
- 2020 Budget Committee—Sylvia Lira, Tom Klassen and Claudia Ward will be on the 2020 budget committee.
- CD Renewal—The board asked Pam if she would contact WKCF and request the distribution amounts that will be coming from the Ruddick and Oswald funds. The board will consider the renewal options at the next board meeting which is prior to the Ruddick/Oswald CD's auto renewal date.

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

- Brett Crandall--\$400.00—Special Event
- Lewis Hooper and Dick—\$390.00—1096 and 1099 preparation
- Commerce Bank Visa--\$129.67—Summer Reading Supplies
- Commerce Bank Visa--\$1.28—Interest on balance
- Heather Schlegel--\$250.00—Used Refrigerator-- The board asked Pam to inquire about funding options from the School District to help in the cost of replacement.

The secretary signed the minutes and the financial statements.

The Meeting adjourned at 6:13 p.m. The next meeting will be scheduled April 15, 2019.

Respectfully submitted,



Claudia Ward