

## MINUTES

### Finney County Public Library Board of Trustees Meeting October 21, 2019 5:00 PM

**Members Present:** Dave Jones, Christine Lightner, Robert Scrivner, Claudia Ward,

**Members Absent:** Sylvia Lira, Tom Klassen

**Others Present:** Pam Tuller-Library Director, Calli Villanueva-Program Director, Chris Hands-Recorder, Jennifer Giltrop and Sara Roberts-LS&S via speaker phone.

Christine Lightner called the meeting to order at 5:02 pm.

Christine Lightner asked if there were any additions or corrections to the agenda. Pam added a letter from Sylvia Lira to Correspondence. Christine declared the agenda accepted.

**Minutes:** The September minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. Nothing Noted. **Dave Jones made a motion to accept the September minutes. Robert Scrivner seconded the motion. The motion carried. The September minutes were approved for filing.**

**Financial Reports September:** Christine Lightner asked if there were any questions or comments regarding the September financial reports. Christine Hands reported that the current interest rate on the CD at Commerce Bank was .3% to answer the question asked by Dave Jones during the September meeting. Dave asked Pam to contact the bank and explore a better interest rate. **Claudia Ward made a motion to accept the financial reports for the month of September. Dave Jones seconded the motion. The motion carried. The September financial reports were approved for filing.**

**Statistics Report September:** Christine Lightner asked if there was any discussion of the September Statistic reports. Claudia asked for clarification of the outreach statistics from the Juvenile Detention center. Pam explained that the materials are dropped off monthly for the staff to check out to the offenders. The total count is based on the capacity of the center. Robert Scrivner said that the center was almost always at capacity. Dave Jones suggested that the board invite the center's Supervisor to attend one of the board meetings for further feedback about counting the material usage. Claudia asked that we add the regular home school usage in the meeting room to the statistics as well as the Fly Away numbers at the airport. **Claudia Ward made a motion to accept the September statistic report. Robert Scrivner seconded the motion. The motion carried. The September statistics report was accepted for filing.**

**Friends of the Library:** Pam Tuller reported that the Friends annual meeting was on November 9. She said that the bag of books sale would be from November 13 to November 16.

#### **Board of Trustees Report:**

Dave Jones—Dave requested that the LS&S staff be present during regular visits throughout the year. Jennifer suggested that the computers for the zoom meetings be tested prior to the meetings.

Robert Scrivner—Robert noted he had several requests from the public about adding a coffee shop to the library. Pam said it was a great idea and explained there had been previous discussions with the Friends of the Library. She noted the possible issues. Jennifer suggested vending machines and stated a proposal would be provided to the board.

Claudia Ward—nothing noted.

Christine Lightner—Christine asked that a report from the summer reading program be brought to the next meeting. She asked if it was possible to have a monthly report showing the year to date budget expenses and balances. Christine suggested several options for setting up tables at

functions and events outside of the library. She also requested that the board consider a regular annual review of the contract with LS&S and that it be put on the agenda each year in April.

**Library Report:** Pam Tuller, Library Director

Pam reported that the adult programming position would be coming open on November 1 and that she had accepted the resignation of the facilitator. She said that the library was hiring a new part-time position to start on November 3.

Pam told the board that the memorial tree had been planted and the bench for the second new memorial was being shipped. She noted that the family would be installing the bench.

Pam said that the leak into the wall from the roof down spout had been repaired and that section of the wall was replaced.

Pam told the board that she, Lexie and Emily would be attending KLA from October 22-25.

Calli Villanueva—Program Director

Calli shared the results of the programming stats for September with the board. She noted that the newly introduced programs were going well.

**Correspondence:** Pam reported that she received a letter of resignation from Sylvia Lira which she shared with the board. The board said to put together a list of potential board members to fill the remainder of Sylvia's term for discussion at the next meeting.

**Old Business:**

- Strategic Planning—Sara Roberts from LS&S updated the board on the strategic plan progress. She noted the informational meetings with the focus groups had been completed and that the survey was available to the public. She encouraged the board to share the survey option with the public. She noted that the emails with the survey would be sent to all the patrons having email addresses and that her and Carrie from the LS&S Polaris IT staff, were working on that piece of the plan.
- CIPA Review—Pam asked the board members if they had reviewed the Child Internet Protection link she had sent out after the September meeting. The board members signed off on the review sheet presented by Christine Hands for the state report.
- Christine Hands noted that the funds transfer from the Operating Account to the Out of Contract account in the amount of \$206.00 was made by Claudia Ward to cover the expense for Madella's retirement party.
- Skylight Covers—Pam updated the board on her findings of other options for the skylight covers. She said she talked with a person about using solar control film but that there was not a vendor in this area. Chris Hands reported that she received a quote from The Home Depot for the blinds but that they did not have an installer in this area. Chris asked if we could check with county maintenance to do the installation. Dave Jones said to check with Roger from the county.

**New Business:**

- Match Day—Pam told the board that the Match Day event would be held on December 3<sup>rd</sup>, Giving Tuesday. She noted the matched amount had increased to \$75,000.00 this year. She encouraged the board to participate during the event either at the Library or at WKCF. The goal this year is \$5,000.00

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

- Friends of the Library--\$480.75—3<sup>rd</sup> quarter bookstore receipts
- Brett Crandall events—\$150.00-November Event, \$500.00—December Event
- Christine Hands asked the board to sign the two transfer requests to move funds from the Operating account to cover the checks written from the Out of Contract account to the Friends of the Library for the quarterly bookstore receipts in the amount of \$480.75, to Brett Crandall for the November and December special events in the amount of \$650.00.

The Meeting adjourned at 6:32 p.m. The next meeting is scheduled November 18, 2019.

Respectfully submitted,

Claudia Ward