

MINUTES

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

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

Members Absent: None

Others Present: Pam Tuller-Library Director, Calli Villanueva-Program Director, Chris Hands-Recorder, Sara Roberts-LS&S via zoom meeting.

Christine Lightner called the meeting to order at 4:58 pm. Christine Lightner asked if there were any additions or corrections to the agenda. Chris Hands added a letter from WKCF to the correspondence. Christine Lightner added an executive session at the end of the meeting. **Dave Jones made a motion to accept the amended agenda. Claudia Ward Seconded the motion. The motion carried.**

Minutes: The October minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. Chris Hands noted that the statement in the Library report regarding the KLA attendance be changed from November 22-25 to October 22-25. A change was requested in the description of the leak repair to include the words referring to that section of the wall. It was also requested that the terminology in the statistics report of the Juvenile Detention center be changed to refer to the patrons served as offenders. **Tom Klassen made a motion to accept the October minutes. Robert Scrivner seconded the motion. The motion carried. The October minutes were approved for filing.**

Financial Reports October: Christine Lightner asked if there were any questions or comments regarding the October financial reports. Claudia Ward asked if we were able to determine how many copies the public made each month. Chris Hands said that there are several places that copies are recorded but that the monthly usage is noted on the printer maintenance bill we receive from Office Solutions. This included both copy and print jobs. Claudia asked what the splits were on the TSYS entries on the Merchant Account. Chris Hands explained that the credit card entries are recorded separately on the bank statement and that she split and itemized the deposit each week from the Merchant Services, that provide the credit card machine at the print release kiosk, to be able to reconcile with the individual transactions on the bank statements. Pam explained that the deposits were done manually for the PayPal services used at the front desk. Claudia asked why there were several older invoices paid to Scheopner's. Pam Tuller explained that the invoices had not been sent and that later payments had been applied to the wrong invoices. The past invoices were paid when the errors were discovered. Claudia asked for clarification on the payment to Bibliotheca. Pam explained the charge was for the Self Check machines upgrades. Claudia asked about the Key card charge from Calli Villanueva. Pam explained this was for her credit card charges for the month for programming supplies. **Claudia Ward made a motion to accept the financial reports for the month of October. Dave Jones seconded the motion. The motion carried. The October financial reports were approved for filing.**

Statistics Report October: Christine Lightner asked if there was any discussion of the October Statistic reports. Chris Hands noted that the Fly Away numbers were included on the report and that the Home School room usage was included in the meeting room use as requested by the board. **Claudia Ward made a motion to accept the October statistic report. Christine Lightner seconded the motion. The motion carried. The October statistics report was accepted for filing.**

Friends of the Library: Pam Tuller reported that the Friends annual meeting was on November 9. They re-elected all the officers for another term. She said that the bag of books held from November 13 to November 16 had a good turnout. She said she would report the numbers next month.

Board of Trustees Report:

Tom Klassen—Nothing Noted

Dave Jones—Dave announced that the County Commission would be opening bids for the bathroom remodel in the library.

Robert Scrivner—nothing noted.

Claudia Ward—Claudia gave the board a report on the Cake Pan organizing project.

Christine Lightner—Christine praised the staff in the quality of their service. She explained that she was pursuing her knowledge of the partnership between LS&S and the Board to improve the relationship between both parties. Christine mentioned she had spoken to two people regarding the board vacancies and encouraged the rest of the board and staff to continue to explore options.

Library Report: Pam Tuller, Library Director

Director's Report

I was asked to be part of the grant writing committee for the Kansas Health Foundations Early Literacy Grant for our area. I attended the training held in Wichita and am helping with ideas for the grants funds. The group is leaning towards helping parents realize the importance of talking to their children during pregnancy.

Emily, Lexie and I attended the KLA Conference in Kansas City in October. We all made great connections and learned a lot. Emily and Lexie and very excited for Summer Reading after attending the Summer Reading Session put on by Northeast Kansas Library Systems (NKLS).

Current Projects in the works:

- Weeding Adult Non-Fiction
- Cake Pan Organization and display (Claudia and Lydia)
- Grant for Graphic Novels and Comic Con
- Census Mini grant for Libraries
- Strategic Plan (Sara)
- Better World Books (YTD \$334.62)
- Match Day (Drop Off Location, Fine Forgiveness, Storytime)

Staffing Report

We have 10 full-time staff, 3 part-time staff, and 2 paid volunteer through SER (Senior Employment Rehabilitation) and 1 paid volunteer through Kansas Workforce One. Cody Spitzer, Adult Programming resigned his position on November 1st. Eren has been promoted to adult programming and we will be hiring for a full time circulation assistant soon.

Partnerships Report

- Garfield Early Learning Center and Head Start Outreach Storytimes
- Talking with Holcomb Recreation and School to start Outreach Storytimes
- Kansas Health Foundation, USD 457, Russell Child Development Center, GC Catholic Schools for the Early Literacy Grant
- Garden City's Complete Count Committee for the Census

Programming Report (Calli Villanueva)

- Make-It Take-It (Monster Cupcakes) – opened to all ages, huge success
- Halloween Extravaganza – 346 in attendance (exactly 100 more than last year)
- Started New Program called Mommy Meltdown (response to need and request)

(November)

- Nov 2 – Harry Potter Saturday
- Nov 13-16 – FOL Book Sale
- Nov 16 – Essential Oil Safety and Winter Wellness (Erica Kuhlmeier – Flourish Herbals)
- Nov 23 – Decades – 1940's "It's A Wonderful Life"
- Nov 23 – Oliver Twist (Brett Crandall – Live Performance)
- Nov 28-29 – Library Closed for Thanksgiving

Coming Up (December)

- Dec 3 – Match Day
- Dec 7-8 – TALC Gift Wrapping Fundraiser
- Dec 13 – Nightmare Before Christmas Event (Friday the 13th)
- Dec 14 – "A Christmas Story" Movie Special with Activities
- Dec 19 – A Christmas Carol (Brett Crandall – Live Performance)
- Dec 20 – Santa Storytime
- Dec 21-22 – TALC Gift Wrapping Fundraiser
- Dec 26-27 – Holiday Movie
- Dec 28 – Decades 1950's "Back to the Future"

Correspondence:

Old Business:

- Strategic Planning—Sara Roberts from LS&S updated the board on the strategic plan progress. She noted she had pulled the survey and was compiling the results.
- Match Day—Pam presented the board with a late fee forgiveness program flyer she had prepared for Match Day. The library would participate in matching fines with the contribution going to Match Day funds as a donation from the patrons. Christine Lightner asked for a consensus. The board agreed.
- Board Member Vacancy—Christine Lightner noted that there were no candidates for the open board member position at this time. She encouraged the board to keep looking for suitable candidates.
- Beverage Policy—Pam gave an update on the question of providing beverages to patrons in the library. The question will be considered again when the policy reviews are done after the strategic plan is completed.
- Skylight Covers—Pam told the board that she spoke with Roger Calkins who said the county would be taking care of the skylight cover installation.

New Business:

- 2020 Holiday Closing Calendar—Pam presented the proposed holiday closing calendar to the board. Several typographical errors were corrected. **Robert Scrivner made a motion to accept the holiday closing calendar for 2020 with corrections. Tom Klassen seconded the motion. The motion carried.**

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

- Elaine Hernandez--\$140.00—Special Events

Christine Lightner requested a motion to recess into executive session to discuss employee performance pursuant to the non-elected personnel matter exception KSA 75-4319 (b)(#1). Those invited to be present at this executive session are Dave, Tom, Claudia, Robert and Christine Lightner. The open meeting will resume in this same room in 15 minutes at 6:25 pm. **Dave Jones made a motion to recess to executive session. Claudia Ward seconded the motion. The motion carried.** At 6:30 Christine Lightner re-convened the meeting back in regular session. She reported that no action was taken.

Christine entertained a motion to adjourn the meeting. **Dave Jones made a motion to adjourn the meeting. Robert Scrivner seconded the motion. The motion carried.** The meeting adjourned at 6:32 pm. The next meeting is scheduled December 16, 2019.

Respectfully submitted,

Claudia Ward