

MINUTES

Finney County Public Library Board of Trustees Meeting March 16, 2020 5:00 PM

Members Present: Dave Jones, Christine Lightner, Claudia Ward, Tom Klassen, Marsha Wright,

Members Absent: Robert Scrivner

Others Present: Pam Tuller-Library Director, Ken Harsha-Friends of the Library, Chris Hands-Recorder. Jennifer Gilthrop-LSSI via Zoom.

Christine Lightner called the meeting to order at 5:08 pm. Christine Lightner asked if there were any additions or corrections to the agenda. Chris Hands added the renewal notice from Farmers Alliance for the treasurer bonding to the correspondence. She also added a check to the Out of Contract expenses for \$91.13 to LS&S for Summer Reading supplies. **Tom Klassen made a motion to accept the agenda. Claudia Ward seconded the motion. The motion carried.**

Minutes: The February minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. Nothing Noted. **Tom Klassen made a motion to accept the February minutes. Claudia Ward seconded the motion. The motion carried. The February minutes were approved for filing.**

Financial Reports February: Christine Lightner asked if there were any questions or comments regarding the February financial reports. Chris Hands presented the revised YTD Financial Operations report from LS&S. Jennifer Gilthrop reviewed and clarified the new report for the board. Christine Lightner mentioned that there be further discussion of the format at a later date. **Claudia Ward made a motion to accept the financial reports for the month of February. Marsha Wright seconded the motion. The motion carried. The February financial reports were approved for filing.**

Statistics Report February: Christine Lightner asked if there was any discussion of the February Statistic reports. **Claudia Ward made a motion to accept the February statistic report. Tom Klassen seconded the motion. The motion carried. The February statistics report was accepted for filing.**

Friends of the Library: Ken Harsha gave the board a brief update for the Friends of the Library. He stated that they were working on new brochures. Ken said that they were still working on revising the by-laws. He also reported that they were successfully recruiting new members and that they were working with Claudia Ward on renewing the 5013C for the organization. He noted that the Friends had made a summer reading donation to the library. He said that the friends were forming a study group to discuss the future of the Friends. The next meeting of the Friends is scheduled for May 16, 2020.

Board of Trustees Report:

Tom Klassen—Nothing Noted

Dave Jones—Dave gave an update on the county commission meeting.

Robert Scrivner— Nothing Noted

Claudia Ward— Nothing Noted.

Christine Lightner— Christine shared a thank you to the library staff and board for the response to the current Covid-19 crisis.

Library Report: Pam Tuller, Library Director

March has definitely been interesting! With taxes on everybody's mind and the Census getting started, our computers have been in high demand. Add to that, the flurry of information being distributed daily about COVID-19 (Corona Virus), we are seeing and doing things we have never done before. We have set up our computer areas for the Health Department's suggestion of 6 ft. social distancing and have increased our cleaning and toy rotation dramatically. Library Programming has also been cancelled until further notice. Many libraries across the nation are following these guidelines, and many others are closing for the time being. The board discussed the ongoing Covid-19 crisis. The board was in consensus to allow Pam to make decisions determining the operations of the library as new and changing situations become relevant.

Current Projects in the works:

- Weeding Adult Non-Fiction & Mystery
- Toy/Board Book rotation in Dorothy's Room
- Bathroom Remodel – No update
- Deep Cleaning throughout library

Partnerships Report

- Finney County Health Department – daily updates on COVID-19 suggestions
- 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)

- All Library Programming has been cancelled until further notice.

Coming Up (April)

- April 1st – CENSUS Day Celebration (If appropriate timing)

Strategic Plan

- Pam will present regular updates on goals and strategies at the board meetings.

Correspondence: Chris Hands presented the board with the Board Treasurer Bond renewal. The board decided to address the renewal after the April board elections.

Old Business:

- Nature Explore shade structure. Pam updated the board on the progress of the design options for the shade structure. The board had a brief discussion. No action was taken.
- 2021 Budget committee—Pam said she would send the committee an update for the 2021 budget.
- LS&S Board financial reporting—Discussed with the financial reports above.

New Business:

- Entry Door—Pam presented the board with a bid from DJ's lock and Key to replace the hardware on the entry doors. The board recommended that she acquire three total bids due to the estimated cost for the replacement and request warranty options for the hardware. Pam noted the county said they would help procure the bids.
- Wards Garden Center—the 2020 maintenance contract renewal from Ward's Garden Center for the Nature Explore Classroom was presented to the board. There was a brief discussion about the

changes and expected expenses throughout the season. **Dave Jones made a motion to transfer funds from the Wampler fund to the Nature Explore account in the amount of \$7,000.00 to cover the cost of the expenses 2020. Tom Klassen seconded the motion. The motion carried.**

- CD renewal—Chris Hands presented the board with the renewal notice for the Capital Needs CD-74. **Marsha Wright made a motion to allow the CD to automatically renew for another two year term. Claudia Ward seconded the motion. The motion carried.**

Out of Contract Expenses

Wards Garden Center--\$3,840.00—Nature Explore Account: 2020 Nature Explore Maintenance LS&S—91.13—Out of Contract Account: Summer Reading supplies.

Christine entertained a motion to adjourn the meeting. **Tom Klassen made a motion to adjourn the meeting. Claudia Ward seconded the motion. The motion carried.** The meeting adjourned at 6:40 pm .The next meeting will be scheduled on Monday, April 20, 2020 at 5:00 pm.

Respectfully submitted,

Claudia Ward