

## MINUTES

### Finney County Public Library Board of Trustees Meeting June 15, 2020 5:00 PM

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

**Members Absent:** Robert Scrivner, Marsha Wright

**Others Present:** Pam Tuller-Library Director, Emily Biernacki—FCPL Staff member, Chris Hands-Recorder. Jennifer Gilthrop-LSSI via Zoom. Sheryl Holiman-Patron. Meeting was being shared on Facebook live.

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 Tuller added the Public Comments. **Tom Klassen made a motion to accept the agenda with the changes. Claudia Ward seconded the motion. The motion carried.**

**Public Comments:** Pam read an Email from a concerned citizen regarding the re-opening of the library. There were no comments on Facebook live.

**Minutes:** The March minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. Christine noted that her statement that there be a discussion at a later date about the new financial report from LS&S be included in the minutes. **Tom Klassen made a motion to accept the March minutes with changes. Claudia Ward seconded the motion. The motion carried. The March minutes were approved for filing.**

**Financial Reports March-May:** Christine Lightner asked if there were any questions or comments regarding the March-May financial reports. Claudia asked why the YTD numbers in the LS&S report from April to May showed an increase in operating costs. Christine Hands explained that the annual liability insurance bill was processed in May. Christine Lightner asked for clarification regarding the privacy statement on the LS&S report. Jennifer Gilthrop said that the statement did not apply and should have been removed from the template for the Finney report. **Claudia Ward made a motion to accept the financial reports for the months of March, April and May. Tom Klassen seconded the motion. The motion carried. The March, April and May financial reports were approved for filing.**

**Statistics Reports March-May:** Christine Lightner asked if there was any discussion of the March-May Statistic reports. **Dave Jones made a motion to accept the March, April and May statistic reports. Claudia Ward seconded the motion. The motion carried. The March, April and May statistics reports were accepted for filing.**

**Friends of the Library:** The meeting of the Friends of the Library scheduled for May 16, 2020 was cancelled.

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

Tom Klassen—Nothing Noted

Dave Jones—Dave gave an update on the budget request.

Claudia Ward— Nothing Noted.

Christine Lightner— Christine noted the videos from Brett Crandall were difficult to follow. She asked if there had been any community feedback. Christine said that she would like to get outside input and spend the next six months reassessing the LS&S contract prior to the renewal next year. She suggested that the board form a committee for this process.

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

The Library closed to the public on March 17<sup>th</sup> and has stayed closed throughout the Covid-19 Pandemic. Staff continued to work in the building until March 27<sup>th</sup>. Staff worked from home during the State-Wide Stay-At-Home Order. Staff returned to working in the building on June 8<sup>th</sup>. Staff attended webinars/trainings and meetings via Zoom, read books to write reviews, providing virtual programming for all ages, making resources available, and planned the Summer Reading Program while at home. Only essential functions were completed in the building when necessary. While in the building, staff have been working on the weeding projects, cleaning, continuing to provide virtual programming, making resources available, and ensuring physical distancing will be possible when patrons return.

While the library was closed, the County came in and replaced the bathroom stalls and painted the walls in the bathrooms. They also have Southwest Janitorial come in and do a deep clean of the building and clean the carpets. We are in the process of scheduling to have the bathroom floors stripped and waxed.

Reopening the library needs to be done as safely as possible. The staff have access to masks, shields, gloves, wipes and sanitizer. The Phased Reopening sheet attached is put together in a way that affords us the ability to keep both staff and patrons safe.

**Current Projects in the works:**

- Weeding Adult Non-Fiction & Mystery
- Bathroom Remodel – Mostly completed

**Partnerships Report**

- Kansas Health Foundation, USD 457, Early Literacy Grant
- Garden City's Complete Count Committee for the Census

**Programming Report (Calli Villanueva)**

- All Library Programming will continue to be virtual until further notice.
- Facebook Stats:
  - \*\*\* Stats recorded on the Statistic's page of your Board Packet only include Live videos and Live views.
  - In the last 30 days we have reached 13,763 people
  - 3,655 people engaged with our posts.
  - Videos have been viewed 2,433 times.
  - 358 people have Liked and Followed our Facebook Page (Lifetime = 2,578)
- Magic's Hope is working with Wee Readers to provide videos throughout Summer Reading

Summer Reading is all online this year. Approximately 300 people are signed up.

**Correspondence:** WKCF Quarterly report notices. WKCF 2020 distributions.

## **Old Business:**

- Covid-19 Update—Pam reviewed the proposed 4 phase reopening plan. Dave noted that the county directed each facility establish their own rules regarding opening, numbers and PPE requirements. Phase one is in progress. **Christine Lightner made a motion for the phased reopening guidelines to be as follows: Phase 2 will begin on June 22 curbside service only. Phase 3 will begin on July 1<sup>st</sup> with appointment only and continue curbside service. Phase 4 will be considered at the July 20<sup>th</sup> board meeting pending evaluation of the current Covid-19 numbers and recommendations. Dave Jones seconded the motion. The motion carried.**
- Nature Explore shade project process will resume with gathering bids and options.
- Entrance door handle replacement process will continue with gathering bids and options.

## **New Business:**

- WKCF—2020 distributions will be directed as follows;
  - Wampler funds deposit to the Wampler account--\$61,240.00
  - Library Funds deposit to the Capital Improvement account--\$4,800.00
  - **Claudia Ward made a motion to deposit the Ruddick, Oswald, May Day and Unruh Family funds in the Nature Explore account to be used for the shade project funding. Tom Klassen seconded the motion. The motion carried.**
- Board Elections—**Dave Jones made a motion that the board of trustee positions remain the same with Christine Lightner as board Chairperson, Robert Scrivner as board Vice-Chairperson, Claudia Ward as board Secretary, and Tom Klassen as board Treasurer. Tom Klassen seconded the motion. The motion carried.**
- Bank Transfers—
  - **Christine Lightner made a motion to transfer \$2500.00 from the Wampler account to the Nature Explore account to cover the cost of the spring clean-up. Dave Jones seconded the motion.**
  - **Dave Jones made a motion to transfer \$497.50 from the operating account to the Out of Contract account to reimburse the Friends of the Library for the 1<sup>st</sup> quarter bookstore receipts. Christine Lightner seconded the motion. The motion carried.**

## **Out of Contract Expenses**

Wards Garden Center--\$5,940.00—Nature Explore Account: 2020 Nature Explore Spring Cleanup.  
Friends of the Library--\$497.50—Out of Contract Account—1<sup>st</sup> quarter bookstore

**Christine Lightner made a motion to adjourn the meeting. Tom Klassen seconded the motion. The motion carried.** The meeting adjourned at 7:03 pm .The next meeting will be scheduled on Monday, July 20, 2020 at 5:00 pm.

Respectfully submitted,

Claudia Ward