

## MINUTES

### Finney County Public Library Board of Trustees Meeting July 20, 2020 5:00 PM

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

**Members Absent:** Tom Klassen

**Others Present:** Pam Tuller-Library Director, Calli Villanueva—FCPL Programming Director, Chris Hands-Recorder. Sara Roberts-LS&S via Zoom. Sheryl Holiman-Patron.

Christine Lightner called the meeting to order at 5:01 pm. Christine Lightner asked if there were any additions or corrections to the agenda. Nothing Noted. **Marsha Wright made a motion to accept the agenda. Robert Scrivner seconded the motion. The motion carried.**

**Minutes:** The June minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. Claudia noted the corrections to the agenda needed to read “Pam added the public comments”. **Claudia Ward made a motion to accept the June minutes with changes. Dave Jones seconded the motion. The motion carried. The June minutes were approved for filing.**

**Financial Reports June:** Christine Lightner asked if there were any questions or comments regarding the March-May financial reports. Christine Hands explained the additional numbers added to the financial report from LS&S included the year to date numbers for the operating income and expenses based on the budget that had been submitted to the county for 2020. **Marsha Wright made a motion to accept the financial reports for June. Claudia Ward seconded the motion. The motion carried. The June financial reports were approved for filing.**

**Statistics Reports June:** Christine Lightner asked if there was any discussion of the June Statistic reports. **Dave Jones made a motion to accept the June statistic reports. Robert Scrivner seconded the motion. The motion carried. The June statistics reports were accepted for filing.**

**Friends of the Library:** Pam Tuller noted that Ken Harsha was out of town and that he did not have anything to report at this time.

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

Dave Jones—Nothing Noted

Marsha Wright—Nothing Noted.

Claudia Ward— Requested she have the board packet mailed to her each month. She suggested that the library look into finding an electrostatic machine to use to disinfect the library. Claudia asked when the policy approvals would begin. Pam noted she would present two of them starting next month for review and approval and then proceed through the rest of the policies each month until they are all reviewed and approved.

Robert Scrivner—Robert thanked the library staff for the virtual activities during the Covid-19 closure.

Christine Lightner— Christine noted that the staff handled the closing and patron accommodations' during covid-19 very well. She also noted that the caution area in Dorothy's room needed reconsideration.

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

#### **Phase 3 update:**

The public is very pleased with the library re-opening. Patrons are scheduled for 1 hour daily with a maximum of 10 people at a time in the building. Pam proposed that this number be increased to 15 with extended hours two days a week to include some evenings. Patrons are asked to wear masks and

answer Covid-19 questions prior to entering the building. Staff is using masks and shields and frequented areas are cleaned regularly during the day.

PPE and cleaning supplies have been difficult to procure.

**Current Projects in the works:**

- Weeding Adult Fiction

**Programming Report (Calli Villanueva)**

- All Library Programming will continue to be virtual until further notice. The programming staff will be distributing base craft kits with weekly projects to be distributed for all age groups to be completed at home.

**Strategic Plan:**

- The strategic plan was presented to the board with the updates highlighted. There are possible changes in the works due to Covid-19.

**Correspondence:** Nothing

**Old Business:**

- Covid-19 Update—Pam requested the library stay in phase 3 until the next meeting and notify patrons of changes in appointment availability.
- Nature Explore shade project—Pam presented the board with the bids for the shade project. **Claudia Ward made a motion to approve the \$13,274.00 bid from Custom Play Systems and proceed with the 14' x 20' x 10' cantilever shade cover for Nature Explore. Marsha Wright seconded the motion. The motion carried.**
- Entrance door handle replacement—No bids were received from the County. Pam will continue with gathering bids and options.

**New Business:**

- Commerce Bank signature cards-- board members signed the updated signature cards.
- LS&S Contract renewal Committee—Christine Lightner and Claudia Ward will serve on the committee with input from Pam Tuller.

**Executive Session:** At 6:20 pm. Christine Lightner asked to seek a motion to recess into executive session to discuss employee performance pursuant to the non-elected personnel matter exception KSA75-4319(b)(#1). Those invited to be present at this executive session are Dave Jones, Claudia Ward, Marsha Wright, Robert Scrivner and myself. The meeting will resume at 6:35 pm. **Claudia Ward made a motion to recess into executive session. Robert Scrivner seconded the motion. The motion carried and the board recessed into executive session.** At 6:36 the meeting resumed with no action taken.

**Out of Contract Expenses**

Wards Garden Center--\$213.95—Nature Explore Account: Nature Explore Sprinkler Repairs.

**Dave Jones made a motion to adjourn the meeting. Robert Scrivner seconded the motion. The motion carried.** The meeting adjourned at 6:37 pm. The next meeting is August 17, 2020 at 5:00 pm.

Respectfully submitted,

Claudia Ward