

MINUTES

Finney County Public Library Board of Trustees Meeting February 22, 2021 5:00 PM

Members Present: Larry Jones, Claudia Ward, Marsha Wright, Christine Lightner

Members Absent: Robert Scrivner, Tom Klassen

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

Christine Lightner called the meeting to order at 5:04 pm. Christine asked if there were any additions or corrections to the agenda. Pam Tuller asked that to remove the Educator Card discussion from New Business. **Christine Lightner made a motion that an executive session be added in place of the Friends of the Library Report. Marsha Wright seconded the motion. The motion carried.**

Minutes: The January minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. There were two spelling errors noted. **Marsha Wright made a motion to accept the January minutes. Larry Jones seconded the motion. The motion carried. The January minutes were approved for filing.**

Financial Reports January: Christine Lightner asked if there were any questions or comments regarding the January financial reports. There was a brief explanation and discussion of the reworked format for the LS&S Income Statement. **Claudia Ward made a motion to accept the financial reports for January. Marsha Wright seconded the motion. The motion carried. The January financial reports were approved for filing.**

Statistics Reports January: Christine Lightner asked if there was any discussion of the January Statistic reports. Nothing noted. **Christine Lightner made a motion to accept the January statistic reports. Marsha Wright seconded the motion. The motion carried. The January statistics reports were accepted for filing.**

Executive Session: At 5:18 pm, Christine Lightner made a motion that the Board recess into executive session to discuss employee performance pursuant to the non-elected personnel matter exception KSA 75-4319(b) (#1), not to exceed 15 minutes. Those invited to be present were Larry Jones, Claudia Ward, Marsha Wright and Christine Lightner. **Larry Jones seconded the motion. The motion carried.** The Board recessed into executive session. At 5:33 pm. the executive session ended with no action taken.

Board of Trustees Report:

Larry Jones—Larry updated the Board with a report from county maintenance that the parts for the HVAC system were ordered and that they were at least two weeks out.

Marsha Wright—Nothing Noted

Claudia Ward— Nothing Noted

Christine Lightner—Christine suggested that the Board use some of the funds in the Board Checking account to purchase a gift card from Golden Corral. She encouraged to resume in person programming. She suggested limited and structured events and to require sign up allowing for limited numbers.

Library Report: Pam Tuller, Library Director

The Library is currently in Phase 3 (modified) which includes Limited Occupancy (encouraging 1 hour visits), and Curbside Service. We are open 10AM -6PM Monday thru Saturday.

Current Projects in the works:

- Heaters being fixed
- Wi-Fi Access Points Installation
- Grab-And-Go Craft Bags – We handed out 2,504 Grab and Go Craft Bags in January 2021.

Partnerships Report

- Finney County Emergency Management, Emmaus House and Catholic Charities – Warming shelters for Extreme Weather
- Garden City Arts – Sidewalk Obstacle Course (Project on hold till Spring)
- Garden City Arts – Local artist work displayed above Adult Computers. All display materials have been purchased and will be installed in January. Art will be displayed starting in January. The art will be changed every month by Garden City Arts.
- USD 457 After School Programs and Garfield Early Childhood Center – Grab and Go Craft Bags and monthly Zoom storytimes
- Head Start – Grab and Go Craft Bags and weekly Zoom storytimes
- Kansas Health Foundation, USD 457, Russell Child Development Center, GC Catholic Schools for the Early Literacy Grant through

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.
 - Over the past 28 days we reached 25,813 people
 - 3,124 people engaged with our posts
 - Videos have been viewed 510 times
 - 62 new people have Liked and Followed our Facebook Page
 - Most of this month's increase is credited to our post about Warming Shelters in Garden City
- Grab-And-Go Craft Bags continue to be very popular. January's crafts included:
 - Melted Snow Man
 - Egg Carton Snow Man
 - Dream Big Coloring Sheet and Word Search
 - Peace Flower to celebrate Martin Luther King Jr. Day

Correspondence: WKCF quarterly reports were presented to the board.

Old Business:

- Covid-19 Update—Pam updated the board on the current local numbers. She noted that the library would stay at the phase 3.(Modified)
- Board Member Replacement—the board has made contact with a candidate that is showing a strong interest in becoming a board member. The search for alternate and future term limit replacements will continue.
- Strategic Plan-- Pam noted that the full updates for the Strategic Plan would be presented quarterly and that she would include any updates in the monthly Library Report.
- Policy Review—The Volunteer, Code of Conduct, Behavior Management and the Unattended Children policies were reviewed and discussed.
 - **Claudia Ward made a motion to accept the Volunteer Policy with corrections and additions. Marsha Wright seconded the motion. The motion carried.**
 - **Christine Lightner made a motion to approve the Code of Conduct/Behavior Management Policy with changes. Larry Jones seconded the motion. The motion carried.**
 - **Marsha Wright made a motion to accept the Unattended Children Policy. Christine Lightner seconded the motion. The motion carried.**

New Business:

- The Finney County Board of Trustees Bylaws were presented for discussion and corrections. The Bylaws with changes and corrections will be presented for approval at the next meeting.

Out of Contract Expenses

Commerce Bank Visa--\$36.92—Summer Reading Prizes

The meeting adjourned at 6:45 pm.

The next meeting is scheduled for March 15, 2021.

Respectfully submitted,

Claudia Ward