

MINUTES

Finney County Public Library Board of Trustees Meeting January 19, 2021 5:00 PM

Members Present: Robert Scrivner, Larry Jones, Claudia Ward, Marsha Wright, Christine Lightner, Tom Klassen

Members Absent: None

Others Present: Pam Tuller-Library Director, Calli Villanueva—FCPL Programming Director, Chris Hands-Recorder. Jennifer Giltrop-LS&S via Zoom, Lydia Smith—Friends of the Library President, Dave Jones

Christine Lightner called the meeting to order at 5:00 pm. Christine asked if there were any additions or corrections to the agenda. Pam requested that the date of the meeting on the agenda be corrected to 2021. Christine Hands presented an Out of Contract check to Commerce Bank Visa for \$2,696.83.

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

Financial Reports November and December Christine Lightner asked if there were any questions or comments regarding the November financial reports. Nothing Noted. **Marsha Wright made a motion to accept the financial reports for November. Tom Klassen seconded the motion. The motion carried. The November financial reports were approved for filing.** Christine Lightner asked if there were any questions or comments regarding the December financial reports. Nothing Noted. **Claudia Ward made a motion to accept the financial reports for December. Larry Jones seconded the motion. The motion carried. The December financial reports were approved for filing.**

Statistics Reports November and December: Christine Lightner asked if there was any discussion of the November Statistic reports. Pam reviewed the new process for producing the statistic report and explained the new report to the board members that were absent last month. **Christine Lightner made a motion to accept the November statistic reports. Robert Scrivner seconded the motion. The motion carried. The November statistics reports were accepted for filing.** Christine Lightner asked if there was any discussion of the December Statistic reports. **Christine Lightner made a motion to accept the December statistic reports. Robert Scrivner seconded the motion. The motion carried. The December statistics reports were accepted for filing.**

Friends of the Library: Lydia Smith reported the schedule for the Friends of the library meetings. May 22, 2021--August 21, 2021--November 6, 2021. She stated that the Friends were continuing the outreach with used books at several locations around town. Lydia shared that the work on the Website and Facebook page for the Friends was progressing.

Board of Trustees Report:

Larry Jones—Nothing Noted

Dave Jones— Dave said he has enjoyed his time on the board and was passing the baton. Dave introduced County Commissioner Larry Jones, his replacement, as the Ex-Officio board member.

Marsha Wright—Nothing Noted

Claudia Ward—Claudia suggested that Pam look into professional production training using some of the funds for Staff Development.

Robert Scrivner— Nothing Noted

Tom Klassen-- Nothing Noted

Christine Lightner—Nothing Noted.

Library Report: Pam Tuller, Library Director

The Library is currently in Phase 2.5 which includes Curbside Service and 2 computer-only appointments per hour. We are open 10AM -4PM.

New Year, New Look. There have been lots of changes throughout the Library since our initial shutdown in March. Please look for the following next time you are in the Library:

- Wayfinding Signage
- New Computer Desks
- New Chairs throughout the Library
- New Floor in the Meeting Rooms
- All Weeding is complete (for now) and the collection looks nice
- Wi-Fi Access Points
- Art Display
- Touchless accommodations (soap, paper towels, hand sanitizer, toilets, sinks, etc.)

It seems that the Library has been the talk of the town. We have stories from the Clarion and Lewis, Hooper and Dick about how active the Library has been throughout this Pandemic.

Current Projects in the works:

- SPARKS Grant – Meeting Room Floors, Chairs, and Computer Desks – All items are here and installed.
- SPARKS Grant County – Touchless bathrooms - Completed
- Grab-And-Go Craft Bags – We handed out 1,925 Grab and Go Craft Bags in December 2020.

Partnerships Report

- 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

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 December we reached 8,548 people
 - 1,983 people engaged with our posts
 - Videos have been viewed 1,649 times (1,719 minutes viewed)
 - 17 new people have Liked and Followed our Facebook Page
- Grab-And-Go Craft Bags continue to be very popular
 - Polar Bears
 - Snowflakes
 - Penguins
 - Noon Year's Eve Party
- Twas the Night Before Christmas and Traditions video had 101 views during the program and 213 more views throughout the time it was posted

- Home for the Holidays Parade had 69 entries and 151 total views.

Noon Year's Eve Party – 332 Individual Bags and 97 Family Bags were handed out before Dec 30th. There were 167 views during the party and a total of 385 views while the party video was posted. The Library has moved to Phase 2.5 which includes Curbside Service and 2 computer-only appointments per hour. We are open 10-4 Monday – Saturday. We will need to set an indicator for when we are comfortable to move back into Phase 3.

Correspondence: Pam read a letter received from a Match Day donor.

Old Business:

- Covid-19 Update—Pam asked for feedback from the board on potentially reopening the Library. **Marsha Wright made a motion to move to Phase 3 by February 1, 2021. Robert Scrivner seconded the motion.**
- Nature Explore Shade Project—Pam stated that the project would be on hold until the weather is adequate for construction.
- Strategic Plan-- Pam gave the board an update on the status of the Strategic Plan.
- Policy Review—Pam presented the board with the draft copies of the Volunteer, Code of Conduct, Behavior Management and the Unattended Children policies for review and discussion. The policies with any changes will be presented for approval at the next meeting.
- Circulation Policy—Pam presented the board with the revised copy of the Circulation policy. **Christine Lightner made a motion to accept the Circulation Policy with two minor changes. Marsha Wright seconded the motion.** The motion carried.

New Business:

- Board Member Replacement-The term for Tom Klassen expires April 30, 2021. The board had a brief discussion regarding the search for a replacement board member.
- Match Day—Distribution 2020: \$3,802. Pam noted the funds were used to pay for the exterior newspaper display.
- Funds Transfers--- \$4,028.00 from the Capital Improvements Account to the Out of Contract Account to move the funds designated for the Nature Explore shade project. **Christine Lightner made a motion to approve the transfer. Claudia Ward seconded the motion. The motion carried.**
 ---\$7,240.88 from Capital Improvements Account to the Nature Explore Account to move the balance of the Ruddick/Oswald CD closure funds designated for NE improvements. **Tom Klassen made a motion to approve the transfer of \$7,240.00 from the Capital Improvements account to the Nature explore account. Robert Scrivner seconded the motion. The motion carried.**
- February Board Meeting—the meeting will be rescheduled for another day due to the holiday.

Out of Contract Expenses

Wards Garden Center—\$550.00--Tree trimming
 ChemCare--\$393.22--2021 contract-Fertilizer and Pest Control
 Commerce Bank Visa--\$2,696.83—Exterior Display Cabinets
 The meeting adjourned at 7:01 pm.

Respectfully submitted,

Claudia Ward