

MINUTES

Finney County Public Library Board of Trustees Meeting March 15, 2021 5:00 PM

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

Members Absent: Robert Scrivner

Others Present: Pam Tuller--Library Director, Calli Villanueva--FCPL Programming Director, Chris Hands--Recorder. Jennifer Giltrop, Lauren Lee and Sara Roberts--LS&S via Zoom. Karissa Rojas—Observer, Lydia Smith—Friends of the Library Chairperson.

Christine Lightner called the meeting to order at 5:01 pm. Christine asked if there were any additions or corrections to the agenda. Marsha Wright noted the meeting date needed to be corrected. **Larry Jones made a motion to approve the agenda with corrections. Marsha Wright 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. Marsha Wright noted 3 spelling errors. **Tom Klassen made a motion to accept the February minutes with corrections. 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. Claudia Ward asked for clarification of the Better World Books distribution. Pam explained that this was for the 2020 4th quarter revenue. Claudia asked for clarification of the expense line item coded 5407-Van and Related Expenses. Pam explained that this was for the weekly courier service. **Christine Lightner made a motion to accept the financial reports for February. Claudia Ward seconded the motion. The motion carried. The February financial reports were approved for filing.**

Statistics Reports February: Christine Lightner asked if there was any discussion of the February Statistic reports. Larry Jones asked if a 5 year comparison of the statistics was possible. Pam explained that with the new formats being used to compile the report that it would be difficult to convert the previous stats in the new format. **Marsha Wright made a motion to accept the February statistic reports. Larry Jones seconded the motion. The motion carried. The February statistics reports were accepted for filing.**

CMT Presentation: Lauren Lee from LS&S made a presentation to the board to explain the LS&S Collection Management Team and the processes that are used to develop and maintain the Library collection. The board had a brief Q & A session following the presentation.

Friends of the Library: Lydia Smith said that the Friends of the Library membership was growing and there are new members joining. She said that the new bookstore was now complete and that the new sign and new Facebook page have been put in place.

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 had been shipped.

Marsha Wright—Nothing Noted

Claudia Ward— Nothing Noted

Christine Lightner—Christine stated that during the policy review, a board member can re-visit any changes if needed even after the policy has been approved. She thanked Marsha for working on the wording issues.

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.

Since the last Board Meeting, the Library has been closed due to lack of heat. We are heating specific areas in the Library with space heaters to allow browsing of New Books and access to computers. We hope to have an update (or have it fixed) by the March Board Meeting.

Current Projects in the works:

- Heaters being fixed
- Grab-And-Go Craft Bags – We handed out 2,520 Grab and Go Craft Bags in February 2021.

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
- Kansas Health Foundation, USD 457, Russell Child Development Center, GC Catholic Schools for the Early Literacy Grant

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.
 - March 1st – 7th we reached 2,382 people
 - 146 people engaged with our posts
 - Videos have been viewed 16 times
 - 8 new people have Liked and Followed our Facebook Page
- Grab-And-Go Craft Bags continue to be very popular. February's crafts included:
 - Valentine's Day Card
 - Heart Chain
 - President's Masks (Washington and Lincoln)
 - Diversity Chain
- In-Person Programming is in the planning stages.
 - Children – Poll out to families as to if and when they would come
 - Teens – The next T.A.L.C Meeting will be in person
 - Adults – Club Read and a new Book Club
- Summer Reading plans are underway
 - Virtual Reading Program – Book Points
 - One program per age group planned per week
 - One big event per age group being planned
 - Not requesting donations this year

Correspondence: There was no correspondence

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 again) to accommodate for the lack of heat in the building.
- Board Member Replacement—Christine presented a letter of interest and a short biography from Andrew Lee, the prospective new board member candidate. Larry Jones said he will submit this to the County Commission for approval.
- Policy Review—
 - The Volunteer—the board determined that they would re-visit this policy for review next month.
 - By-Laws—the board reviewed the By-Laws and noted some minor changes. **Christine Lightner made a motion to accept the Finney County Public Library Board By-Laws with changes. Marsha Wright seconded the motion. The motion carried.**

New Business:

- 2022 Budget—Pam explained the budget request process and the funding options to pay LS&S contract.
- Policy Review—Pam presented the Social Media Policy draft to the board for discussion and review at the next board meeting.
- Educator Card Proposal—Pam presented the proposal to the board for discussion and review at the next board meeting.
- Nature Explore
 - Maintenance Contract—Pam noted that the renewal for the 2021 maintenance was being discussed with Ward's Garden Center.
 - Shade Project—Pam updated the board on the proposed deadline for the installation.

Out of Contract Expenses

Commerce Bank Visa--\$37.50—Gift Cards for Dave Jones

The meeting adjourned at 6:55 pm.

The next meeting is scheduled for April 19, 2021.

Respectfully submitted,

Claudia Ward