

MINUTES

Finney County Public Library Board of Trustees Meeting January 25, 2022 5:00 PM

Members Present: Marsha Wright via Zoom, Christine Lightner, Robert Scrivner via Zoom, Claudia Ward, Andrew Lee via Zoom, Dave Jones

Members Absent: Larry Jones

Others Present: Pam Tuller—Library Director, Sue Considine, Jennifer Giltrop, Lydia Smith—Friends of the Library Chairperson.

Christine Lightner called the meeting to order at 5:00 pm. Christine asked if there were any additions or corrections to the agenda.

Minutes: The October minutes were presented for approval. Christine asked if there were any additions or corrections to the minutes. **Marsha Wright made a motion to accept the October minutes. Robert Scrivner seconded the motion. The motion carried. The October minutes were approved for filing.**

Financial Reports October, November, December: Christine asked if there were any questions or comments regarding the October financial reports. **Claudia Ward made a motion to accept the October financial reports. Marsha Wright seconded the motion. The motion carried. The October financial reports were approved for filing.** Christine asked if there were any questions or comments regarding the November financial reports. Marsha asked about Summer Reading donations. Pam explained that is the total of donation money available. Claudia asked about travel and what M and E means. Pam said it stands for Meals and Expenses. Pam finds a coding error that other travel should be moved to transportation. **Marsha Wright made a motion to accept the November financial reports. Claudia Ward seconded the motion. The motion carried. The November financial reports were approved for filing.** Christine asked if there were any questions or comments regarding the December financial reports. Claudia asked about other donations. Pam explained that it was a Brookover donation. The Board discussed December financials. **Christine Lightner made a motion to accept the December financial reports. Claudia Ward seconded the motion. The motion carried. The December financial reports were approved for filing.**

Statistics Reports October, November, December: Christine Lightner asked if there was any discussion of the October Statistic reports. The Board discussed the October statistics report. **Christine Lightner made a motion to accept the October statistic reports. Marsha Wright seconded the motion. The motion carried. The October statistics reports were accepted for filing.** Christine Lightner asked if there was any discussion of the November Statistic reports. The board discusses the November statistics report. **Claudia Ward made a motion to accept the November statistic reports. Andrew Lee 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. Marsha Wright seconded the motion. The motion carried. The December statistics reports were accepted for filing.**

Friends of the Library: Lydia Smith gave an update on Friends of the Library. Lydia said 2/3 of memberships have been returned and there are new members. They have rotated new books into the bookstore. All the cookbooks have been sold, so the bookstore is now featuring humor and Chicken Soup books. She is hoping to have the 1st meeting of the year on Feb 12th.

Board of Trustees Report:

Marsha Wright – Wanted to reach out to a few people about joining the board.

Robert Scrivner – Has reached out to someone about joining the board.

Claudia Ward – Thanks LS&S for the Christmas present.

Christine Lightner – Thank you to Lydia for the bookstore. Reminder to board members about looking for board members.

Dave Jones - Filling in for Larry

Andrew Lee – Will reach out to people about joining the board.

Director's Report

This year is moving so quickly, we cannot believe that the Holiday Season is just around the corner. Halloween Extravaganza was held on Saturday, October 30th from 2-4pm. This event took place outside the Library, with KCSL's (Head Start) Trunk-or-Treat across the street. Counting the attendance was difficult as there were at least 800 people during the 2-hour event. Such a successful event. A big THANK YOU to Calli for organizing all aspects of this wonderful day.

Current Projects in the works:

- American Rescue Plan Act -Public Library Grant – Fax/Copy/Print Machines, Hotspots, Video Conferencing Cameras – **APPROVED** – currently working on installation.
- Author Spotlight twice a month (focusing on author birthdays).
- Library Door Replacement – Mid November, Early December

Staff Report

- 1 staff member out on medical leave
- Pam will be on vacation from December 1st – December 16th. Please contact Calli Villanueva with any questions, comments or concerns during this time.
- Management Trainings with LS&S' HR – going well. Management Staff are learning a lot and putting these skills to use in our everyday operations.

Partnerships Report

- Garden City Arts – Local artist work displayed above Adult Computers.
 - October's Artist is Makaya White, displaying digital photography (featuring barns and cattle).
- Kansas Health Foundation, USD 457, Russell Child Development Center, GC Catholic Schools for the Early Literacy Grant – \$1,500 for Literacy Kits for checkout. The books are ordered and the kits will be out shortly after receiving the books. UPDATE: The Grant Committee were so impressed with our Literacy Kits that we were given an additional \$2,000 to cover the cost of books and to continue growing this collection.
- USD 457 Afterschool Programs –Take and Make Crafts will be sent out once a week.

Programming Report (Calli Villanueva)

- Upcoming In-Person Programming
 - Mondays
 - Tween Time 6:00pm
 - T.A.L.C (3rd Thursdays) 6:00pm
 - Tuesdays
 - Young and Restless 4:30pm
 - Adulthood 101 (Teens) 6:00pm
 - Intro To... (Adults) 6:30pm
 - Virtual Trivia (3rd Thursday) 7:00pm
 - Wednesdays
 - Wee Readers 10:30am
 - Storytime 4:30pm
 - Snuggle Bug Storytime (Virtual)
 - Wee Readers 10:30am
 - Computer Basics (English) 3:00
 - Game Night 4:30 pm
 - Thursdays
 - Wee Readers 10:30am
 - Movie Mania 4:30pm
 - Saturdays
 - Computer Basics (Spanish) 12:00 pm
 - Anime Afternoons (Every other Sat) 2:00pm
 - Lego Club (Every other Sat) 3:00pm

Director's Report

As we wrap up another difficult year, I look to the coming year and the opportunities before us. Our partnerships are blossoming and to continue to grow. Our collections continue to improve as we weed and add quality materials. We are excited to have some new collections starting this year: Literacy Kits, Nintendo Switch Games, and Board Games for checkout. So many opportunities to grow in and with our community.

Current Projects in the works:

- American Rescue Plan Act -Public Library Grant – Fax/Copy/Print Machines, Hotspots, Video Conferencing Cameras – **APPROVED** – currently working on installation.
- Author Spotlight twice a month (focusing on author birthdays).
- Library Door Replacement – **DONE AND THEY LOOK GREAT!!!!**
- Weeding Juvenile Non-Fiction and Shifting Adult Non-Fiction

Staff Report

- 3 staff members out on medical leave
- Management Trainings with LS&S' HR – going well. Management Staff are learning a lot and putting these skills to use in our everyday operations.
- Staff Development Day being planned for April.

Partnerships Report

- Catholic Charities – presenting at classes hosted by Catholic Charities. Tours being scheduled. Culture fair being planned.
- Kansas Health Foundation, USD 457, Russell Child Development Center, GC Catholic Schools for the Early Literacy Grant – \$1,500 for Literacy Kits for checkout. The books are ordered and the kits will be out shortly after receiving the books. UPDATE: The Grant Committee were so impressed with our Literacy Kits that we were given an additional \$2,000 to cover the cost of books and to continue growing this collection.
- USD 457 Afterschool Programs –Take and Make Crafts will be sent out once a week.

Programming Report (Calli Villanueva)

- Upcoming In-Person Programming
 - Mondays
 - Tween Time 6:00pm
 - Tuesdays
 - Young and Restless 4:30pm
 - Adulting 101 (Teens) 6:00pm
 - Intro To... (Adults) 6:30pm
 - Wednesdays
 - Storytime 4:30pm
 - Thursdays
 - Movie Mania 4:30pm
 - T.A.L.C (3rd Thursdays) 6:00pm
 - Virtual Trivia (3rd Thursday) 7:00pm
 - Fridays
 - Wee Readers 10:30am – **Special Guest each week**
 - Computer Basics (English) 3:00pm
 - Game Night 4:30pm
 - Saturdays
 - Computer Basics (Spanish) 12:00pm
 - Anime Afternoons (Every other Sat) 2:00pm
 - Lego Club (Every other Sat) 3:00pm

Correspondence: Christmas card from Kansas Children’s Service League. Donation total from Match Day was \$7030.

Old Business:

- Library Doors Update
- Virtual Reality Policy **Action:** Motion to approve. **Christine Lighter made a motion to accept the Virtual Reality Policy. Marsha Wright seconded the motion. The vote 5 in favor and 1 against. The motion carried.**

New Business:

- Covid Update
- Collection Development

Out of Contract Expenses

Wampler Transfer for NE

\$3048.42 – OOC Card Oct (Rally Cams – ARPA Grant)

Transfer - \$4386.35 Annual Merchant to Operating **Action:** Motion to approve. **Claudia Ward made a motion to Transfer \$4386.35 from the Merchant account to the Operating account. Marsha seconded the motion. The motion carried.**

Transfer - \$1250.00 Vox OOC to Operating **Action:** Motion to approve. **Christine Lightner made a motion to transfer \$1250 from the Out of Contract account to the Operating account. Marsha seconded the motion. The motion carried.**

\$165.00 Commerce Cards

\$75.00 WKCF for Ardith Stone Memorial

\$706.59 FOL 4th Quarter Sales

\$206.10 – Ward’s Chemcare

Transfer \$5000 from OOC to Cap. Im.

Action: Motion to approve. **Marsha Wright made a motion to transfer \$5000 from the Out of Contract account to the Capital Improvement account. Andrew seconded the motion. The motion carried.**

The meeting adjourned at 6:35 pm.

The next meeting is scheduled February 22, 2022.

Respectfully submitted,

Claudia Ward