

MINUTES

Finney County Public Library Board of Trustees Meeting September 20, 2021 5:00 PM

Members Present: Marsha Wright, Christine Lightner, Robert Scrivner, Claudia Ward via Zoom,

Members Absent: Andrew Lee, Larry Jones

Others Present: Pam Tuller—Library Director, Calli Villanueva—FCPL Programming Director, Karissa Rojas—Recorder, Cullen Donohoe—LS&S CFO, 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 made a motion to add Virtual Reality Policy to the agenda. Robert Scrivner seconded the motion. The motion carried.**

Minutes: The August 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 August minutes. Robert Scrivner seconded the motion. The motion carried. The August minutes were approved for filing.**

Financial Reports August/July: Christine asked if there were any questions or comments regarding the August financial reports. Pam stated that the September financials were missing Contract Details which will be presented in October. Marsh Wright asked about “Other grant income.” Pam explained that included the ARPA grant for rally cameras, copy/print machine and hotspots. **Claudia Ward made a motion to accept only the Out of Contract financial reports for August. Marsha Wright seconded the motion. The motion carried. The August financial reports for Out of Contract were approved for filing.** Christine Lightner asked if there were any questions or comments regarding the July contract financials. Marsha Wright asked about 5407 van and related expenses. Pam explained that is the library courier. Marsha Wright asked about traveling for events and training. Pam said staff will travel for ALA and PLA. **Christine Lightner made a motion to accept July Contract financial reports. Marsha Wright seconded the motion. The July Contract financial reports were approved for filing.**

Statistics Reports August: Christine Lightner asked if there was any discussion of the July Statistic reports. Claudia asked for the statistic report to show individual programs. Pam said Calli will give a report and create a printout. **Christine Lightner made a motion to accept the August statistic reports. Marsha Wright seconded the motion. The motion carried. The August statistics reports were accepted for filing.**

Friends of the Library: Lydia Smith presented the Friends of the Library report. She said during the August meeting, members approved \$1250 to the library to purchase VOX audiobooks. They decided to wait until spring to consider a donation toward landscaping and window planters. The next Friends of the Library meeting will be held November 6 and include the election of officers. They are restocking the bookstore and highlight a shelf with 2020 and 2021 books. Lydia reported the free little library is being visited and Friends of the Library have donated 209 books. They have donated 44 books to the flyaway library and 80 used books to Compass.

Introductions: New Staff

Board of Trustees Report:

Marsha Wright – noted that she was happy to be here

Robert Scrivner – nothing noted

Claudia Ward – nothing noted

Christine Lightner – noted the puppeteer was amazing and she notes circulation staff is professional, helpful and friendly. Christine said she has visited another library that checks out board games.

Director's Report The Library is still open!!!! Hours are 9AM -8PM Monday thru Saturday and Sunday 1PM – 6PM. Everything is back to “normal” (besides requiring masks).

To remember 9/11, the FCPL was the recipient of a set of posters for the *September 11, 2001: The Day That Changed the World*. The posters are hung around the Library and were given by the 9/11 Memorial & Museum.

Staff will present a booth at Fall Fest on September 18th. We will be celebrating International Dot Day.

Current Projects in the works:

- New signage for shelf ends and genre separations are coming soon - DONE
- American Rescue Plan Act -Public Library Grant – Fax/Copy/Print Machines, Hotspots, Video Conferencing Cameras – **APPROVED** – currently working on ordering and installation.
- Weeding Adult Non-Fiction
- Author Spotlight twice a month (focusing on author birthdays).
- Library Door Replacement – First Week of November
- Lit Loot (Teen and Adult) and 1,000 Books Before– Good Response so far

Staff Report

- No staff changes in August 2021 (1 staff member out on medical leave)
- KLA's Annual Conference in Wichita, October 2021 – Pam, Bev, Sarah and Zephaniah attending
- Management Trainings with LS&S' HR

Partnerships Report

- Garden City Arts – Local artist work displayed above Adult Computers.
 - September's Artist is Leah King, displaying Acrylic, Watercolor, Oil, Monoprint, Collage, and Charcoal pieces.
- 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.
- USD 457 Afterschool Programs – Library visits to 3 schools once a month (all other schools will be visited on a rotating basis). Take and Make Crafts will be given out twice a month. (**EDIT:** If a school is classified as “yellow” or “red,” Library staff will not visit the school. Take and Make crafts will be available anytime we are unable to visit).

Programming Report (Calli Villanueva)

- Facebook Stats:
 - *** Stats recorded on the Statistic's page of your Board Packet only include Live videos and Live views.
 - August 18th – September 14th we reached 5,127 people
 - 707 people engaged with our posts
 - 10 new people have Liked and Followed our Facebook Page
- 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
 - Club Read 10:00am
 - Wee Readers 10:30am
 - Storytime 4:30pm
 - Thursdays
 - Wee Readers 10:30am
 - Movie Mania 4:30pm
 - T.A.L.C (3rd Thursdays) 6:00pm
 - Virtual Trivia (3rd Thursday) 7:00pm
 - Fridays
 - Wee Readers 10:30am
 - Computer Basics (English) 3:00pm
 - Game Night 4:30pm
 - Saturdays

- Little Sprout's Storytime at the Farmer's Market 7:00am – 12:00pm (through Sept)
- Computer Basics (Spanish) 12:00pm

- Anime Afternoons (Every other Sat) 2:00pm
- Lego Club (Every other Sat) 3:00pm
- Loteria at the Library (9/5)

Correspondence: None

Old Business:

- Library Doors Update – Kinney Glass installing, doors on order and on the way

New Business:

- Covid update – masks are required in the library
- Policy Reviews
- Discuss VR Policy
- Discuss Meeting Room Policy
- Pam requests the Board discuss shutting down NE for cleanup and maintenance. She asks for discussion in October on money when we receive estimate from Wards.

Out of Contract Expenses

\$365.00 – NE irrigation controller
 \$48.99 – SR flags
 \$85.00 – DJ's Lock & Key for NE gate keypad
 \$700.00 – Puppet Theatre Company
 \$566.56 – OOC Card August
 \$1432.31 – OOC Card September (Hot Spots ARPA Grant)
 \$428.57 – NE Contract Services September
 \$6353.69 – Office Solutions (Printer ARPA Grant)

The meeting adjourned at 6:20 pm.

The next meeting is scheduled October 18, 2021.

Respectfully submitted,

Claudia Ward