

MINUTES

Finney County Public Library Board of Trustees Meeting October 18, 2021 5:00 PM

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

Members Absent: Larry Jones

Others Present: Pam Tuller—Library Director, Calli Villanueva—Programming Director, Karissa Rojas—Recorder, Jennifer Giltrop—Via Zoom, Lydia Smith—Friends of the Library Chairperson, Mike Meng – of Ward’s Garden Center.

Christine Lightner called the meeting to order at 5:03 pm. Christine asked if there were any additions or corrections to the agenda. **Christine Lightner made a motion to move discussion of Nature Explore to beginning. Marsha Wright seconded the motion. The motion carried.**

Mike Meng of Ward’s Garden Center presented the proposed updates and estimated cost for Nature Explore. Board discusses shut down and expenses. **Marsha Wright moves to approve the estimated cost of \$32,106.50 and move funds from the Wampler account to the Nature Explore Classroom Account. Robert Scrivner seconded the motion. The motion carried.**

Minutes: The September 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 September minutes. Christine Lightner seconded the motion. The motion carried. The September minutes were approved for filing.**

Financial Reports August/September: Christine asked if there were any questions or comments regarding the September financial reports. Marsha Wright asked about county appropriations. Pam explained that the Library received 4 checks and is short the full amount. **Christine Lightner made a motion to accept the financial reports for September. Marsha Wright seconded the motion. The motion carried. The September financial reports were approved for filing.** Christine Lightner asked if there were any questions or comments regarding the August Contract details. **Christine Lightner made a motion to accept the August Contract financial reports. Marsha Wright seconded the motion. The August Contract financial reports were approved for filing.**

Statistics Reports September: Christine Lightner asked if there was any discussion of the September Statistic reports. **Christine Lightner made a motion to accept the September statistic reports. Marsha Wright seconded the motion. The motion carried. The September statistic reports were accepted for filing.**

Friends of the Library: Lydia Smith presented the Friends of the Library report. She said the bookstore made \$572.75 in the 3rd Quarter. Lydia said the bookstore has an item request form. She said Friends of the Library has a fall meeting and a 2 day book sale in November. Lydia said she is emailing members to volunteer at the Halloween Extravaganza.

Board of Trustees Report:

Marsha Wright – nothing noted

Robert Scrivner – nothing noted

Claudia Ward – nothing noted

Christine Lightner – noted that library staff is friendly and wayfinding looks sharp

Andrew Lee – said the hotspot he borrowed worked great, was easy to set up and two weeks was a good amount of time

Director's Report

How is October 2021 half over? This year has flown by and the staff are very encouraged at the increase in patronage in the Library. Getting back to "normal" has been good.

Pam, Zephaniah and Sarah will be attending the Kansas Library Association in Wichita, October 26-29. We are looking forward to the classes being offered and the opportunity for safe networking.

Halloween Extravaganza will be held on Saturday, October 30th from 2-4pm. This event will take place outside the Library and will co-inside with KCSL's (Head Start) Trunk-or-Treat across the street.

Current Projects in the works:

- 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

Staff Report

- 1 Part Time Staff Member (Allison) hired in October 2021 (1 staff member out on medical leave)
- KLA's Annual Conference in Wichita, October 2021 – Pam, Sarah and Zephaniah attending
- 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 Rachael Sebastian, displaying photography.
- 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
 - Wee Readers 10:30am
 - Storytime 4:30pm
 - Snuggle Bug Storytime (Virtual)
 - Thursdays
 - Wee Readers 10:30am
 - Movie Mania 4:30pm
 - Fridays
 - T.A.L.C (3rd Thursdays) 6:00pm
 - Virtual Trivia (3rd Thursday) 7:00pm
 - Saturdays
 - Wee Readers 10:30am
 - 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: None

Old Business:

- Library Doors Update – Kinney Glass installing, doors on order and on the way
- Discuss the wording of the VR Policy
- Discuss Meeting Room Policy including changing “rooms” to “room” and only allowing library supplied products to hang decorations. Change “meeting room policies and procedures” to “meeting room policies and agreement.” **Marsha Wright made a motion to accept the Meeting Room Policy with changes. Robert Scrivner seconded the motion. The motion carried.**

New Business:

- Covid update – staying the same, masks are required in the library
- Closing Schedule to include a staff day on Good Friday. **Christine Lightner made a motion to accept the Holidays and Closings schedule for 2022. Marsha Wright seconded the motion. The motion carried.**
- Wampler transfer. **Marsha Wright made a motion to transfer \$35,000 from the Wampler Account to the Operating Account for LS&S Contract Services. Robert Scrivner seconded the motion. The motion carried.**

Out of Contract Expenses

\$572.75 – FOL 3rd Quarter Sales. **Christine Lightner made a motion to transfer \$572.75 from Operating to Out of Contract. Claudia Ward seconded the motion. The motion carried.**

\$428.58 – NE Contract Services Oct

\$951.87 – OOC Card September

The meeting adjourned at 6:38 pm.

The next meeting is scheduled November 15, 2021.

Respectfully submitted,

Claudia Ward