

MINUTES

Finney County Public Library Board of Trustees Meeting August 17, 2020 5:00 PM

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

Members Absent: None

Others Present: Pam Tuller-Library Director, Calli Villanueva—FCPL Programming Director, Chris Hands-Recorder. Sara Roberts-LS&S via Zoom. Ken Harsha-Friends of the Library Treasurer.

Christine Lightner called the meeting to order at 5:01 pm. Christine Lightner asked if there were any additions or corrections to the agenda. Christine Hands added two checks to the out of contract expenses. **Claudia Ward made a motion to accept the agenda. Marsha Wright seconded the motion. The motion carried.**

Minutes: The July minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. Nothing noted. **Dave Jones made a motion to accept the July minutes. Tom Klassen seconded the motion. The motion carried. The July minutes were approved for filing.**

Financial Reports July: Christine Lightner asked if there were any questions or comments regarding the July financial reports. Claudia Ward asked for clarification of the Better World Books deposit. Pam noted that the funds would be used to help offset the operating deficit due to Covid-19. Pam explained the possible additional help that the Spark Grant could potentially provide to the library to also offset the expenses generated due to Covid-19. Christine Hands explained the additional July statement of Income and Expense to the financial reports for consideration. This combines all the Board accounts in one report. **Christine Lightner made a motion to accept the financial reports for July. Marsha Wright seconded the motion. The motion carried. The July financial reports were approved for filing.**

Statistics Reports July: Christine Lightner asked if there was any discussion of the July Statistic reports. Nothing Noted. **Dave Jones made a motion to accept the July statistic reports. Tom Klassen seconded the motion. The motion carried. The July statistics reports were accepted for filing.**

Friends of the Library: Ken Harsha addressed the board with updates from the Friends. He stated that Claudia Ward was working on the completion of the 501C3. He noted that the next book sale had not been scheduled. He said that the Friends had purchased a vacuum cleaner for use in the basement. The next Friends of the Library meeting is scheduled on November 7, 2020.

Board of Trustees Report:

Dave Jones—Dave reported that the budget for 2021 was fully funded. He noted that the city would be repairing the sidewalks around the library.

Marsha Wright—Nothing Noted

Claudia Ward-- Nothing Noted

Robert Scrivner— Nothing Noted

Christine Lightner— Nothing Noted

Tom Klassen--Nothing Noted

Library Report: Pam Tuller, Library Director

The library is currently open by appointment only and for curbside pickup. We are currently open 42 hours a week and are seeing an average of 60-65 people per day. Currently, our hours are Monday, Wednesday, Friday and Saturday 10-4; and Tuesday and Thursday 10-7. We are allowing 15 patrons to be in the building at one time. This is working out very well as we have not had to turn anyone away because the hour was full. This process is working well for us.

Summer Reading went really well for our first attempt at an all online program. Prizes were all purchased locally with the funds we would have used paying performers and having programs. This was very well received as it helped our local businesses (who usually support us) in their time of need.

Current Projects in the works:

- Weeding Dorothy's Room – Currently we are weeding Picture Books that have not been checked out in 5 years or more. This is approximately 1,200 books that equates to 16% of our Picture Book Collection. Please understand that some of these books will not be found; this gives us the opportunity to clean up our catalog as well.
 - July 406 Books were weeded and 789 Books were added to our collection; this was while we were weeding Adult Fiction.
- Sidewalk Obstacle Course – September 5th – Start Painting. Plan to be done by Nov 1st.

Partnerships Report

- Garden City Arts – Sidewalk Obstacle Course
- Garfield Early Childhood – Second Step Storybooks for teachers (Learn way to use the books effectively and see questions to ask while reading books to children).
- Garden City's Complete Count Committee for the Census

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 the last 30 days we have reached 2,369 people
 - 396 people engaged with our posts.
 - Videos have been viewed 83 times.
 - 17 new people have Liked and Followed our Facebook Page
- During Emily's vacation (Wedding), Mayor Troy Unruh, EMT Director, and the Garden City Police Department read for our Wee Readers.
- 330 people signed up. 207,290 minutes were read over the 9-week program. That is an average of over 10 hours per person who signed up

Programming Report (Calli Villanueva)

- All Library Programming will continue to be virtual until further notice. The programming staff will be distributing base craft kits with weekly projects to be distributed for all age groups to be completed at home.

Correspondence: Christine Hands presented the WKCF quarterly reports for the Wampler Fund and the Library Fund to the board.

Old Business:

- Covid-19 Update—Pam requested the library continue with the same hours until the next meeting. She said she could increase the numbers per hour to 20 patrons in the library if needed. She noted that all the HVAC filters in the library had been replaced. She reported that additional signage had been put in place regarding the caution tape in Dorothy's Room.
- Nature Explore shade project –Pam updated the board on the progress of the shade project. She noted that the materials would be delivered and housed at the county's public works warehouse.
- Strategic Plan---Pam gave the board a brief update on the status of the Strategic Plan.

New Business:

- Commerce Bank Credit Card—Pam explained the Commerce Bank requested an update on credit card information. The board treasurer would need to sign an updated form.
- Sparks Grant—Pam advised the board that the library was requesting Sparks Grant funds to offset the Covid 19 needs and expenses both past and future.
- Policy Review—Pam presented the board with the proposed changes to the Capital Improvement Fund policy and the Capital Outlay Policy. **Claudia Ward made a motion to accept the Capital Improvement Fund and the Capital Outlay policies as presented. Robert Scrivner seconded the motion. The motion Carried.** Pam announced that the next two policies for review will be the Proctoring Policy and the Public Displays Policy.

Out of Contract Expenses

Commerce Bank Visa--\$1179.81—Summer Reading, Free Library, Memorial Books.
 City of Garden City—\$130.00—Permit for shade structure in Nature Explore classroom.
 LS&S--\$23.44—Census Grant expense.

Three board members noted they would be absent for the next regularly scheduled board meeting. The next meeting was moved to the 4th Monday, September 28, 2020 at 5:00 pm. **Tom Klassen made a motion to adjourn the meeting. Robert Scrivner seconded the motion. The motion carried.** . The meeting adjourned at 6:15 pm.

Respectfully submitted,

Claudia Ward