

MINUTES

Finney County Public Library Board of Trustees Meeting September 28, 2020 5:00 PM

Members Present: Dave Jones, Christine Lightner, Claudia Ward, Marsha Wright,

Members Absent: Robert Scrivner, Tom Klassen

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

Christine Lightner called the meeting to order at 5:00 pm. Christine Lightner asked if there were any additions or corrections to the agenda. **Claudia Ward made a motion to accept the agenda. Dave Jones seconded the motion. The motion carried.**

Minutes: The August minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. It was noted that the words “with changes” be omitted from the motion to accept the July minutes. **Claudia Ward made a motion to accept the August minutes with changes. Dave Jones seconded the motion. The motion carried. The August minutes were approved for filing.**

Financial Reports August: Christine Lightner asked if there were any questions or comments regarding the August financial reports. Claudia Ward asked for clarification of the Betty Jo Roberts transaction. Pam explained this was for the purchase of books from the memorial funds. Claudia asked for clarification of the Summer Reading gift card expense transactions on the Commerce Bank credit card. Pam explained the charges were for the summer reading prizes that were distributed from the donation funds from this year. Claudia also asked about the increase in budget spending reported for August. Pam explained this was partly due to the copier overages and contract renewals that come due in August. Dave Jones asked why there were multiple deposits on the same day on August 28th. Christine Hands explained that the deposits were kept separate to help with tracking the different types of income. Christine Lightner asked for clarification of the funds transfers of the Summer Reading donations. Christine Hands explained these were journal transfers that were done within the sub accounts to correct balances for tracking summer reading donation spending. Dave noted that the interest earned on the accounts was small. Christine Lightner and Pam Tuller said they would follow up with the bank to determine if the funds could be managed differently to earn more interest. **Claudia Ward made a motion to accept the financial reports for August. Marsha Wright seconded the motion. The motion carried. The August financial reports were approved for filing.**

Statistics Reports August: Christine Lightner asked if there was any discussion of the August Statistic reports. Christine noted the change to the reporting of materials being added and deleted to the collection. Claudia Ward asked for clarification on the Outreach statistic number for Home Delivery. Pam explained that the patron was delivered a variety of materials once a month. **Dave Jones made a motion to accept the August statistic reports. Tom Marsha Wright seconded the motion. The motion carried. The August statistics reports were accepted for filing.**

Friends of the Library: Ken stated the next Friends of the Library meeting is scheduled on November 7, 2020. He said that they would be conducting the election of officers for the 2021 term. He said that some of the friends of the library ladies had cleaned out the flower beds and planted some mums. He reported that the bookstore sales had slowed down. The Friends have stopped accepting donations due to Covid-19 quarantining and lack of space to accomplish this process. This will be re-visited again in November.

Board of Trustees Report:

Dave Jones—Dave reported that the county was looking into using Sparks Grant funding to look into new technology for the county buildings. He said the funding process was moving along.

Marsha Wright—Nothing Noted

Claudia Ward-- Nothing Noted

Christine Lightner— Christine stated that she appreciated the staff modeling caution during daily operations. She noted that she really appreciated the reading lists and the craft bags.

Library Report: Pam Tuller, Library Director

Director's Report

The library is still 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.

Current Projects in the works:

- Weeding Juvenile and YA – Currently we are weeding Juvenile and YA Fiction and Non-Fiction that have not been checked out in 5 years or more.
 - During the month of August, 270 Books were weeded and 541 Books were added to our collection
- Sidewalk Obstacle Course – September 5th – Start Painting. Plan to be done by Nov 1st.
- Grab-And-Go Craft Bags – Started the first week of August, with over 500 bags given out during the first month. Everyone receives an Essentials bag the first time and then there is a new craft available for each age group starting every Monday.
 - Grab-And-Go Craft Bags with 2 After-School Programs (160) and Head Start (70)
- Free Little Library – Through Memorial Donations in memory of Merrill Renick, volunteers have put up a new Free Little Library at the Southeast corner of the Library.
 - The Free Little Libraries in Nature Explore are also getting a new coat of paint.

Partnerships Report

- Garden City Arts – Sidewalk Obstacle Course
- Garden City Arts – Local artist work displayed above Adult Computers. All display materials have been purchased and will be installed in October or November. Art will be displayed starting in January. The art will be changed every month by Garden City Arts
- 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 3,770 people
 - 246 people engaged with our posts.
 - Videos have been viewed 102 times.
 - 19 new people have Liked and Followed our Facebook Page
- Grab-And-Go Craft Bags have been very popular

- Some of the crafts we sent out were a Make/Scratch your own Bookmark, Paper plate Shark, Paper Plate Flowers, Make you Own Puzzle, Book Hedgehog, Paper napkin Flower, Back to School Pencil, Make your own Comic Book, and more.
- The After-School Programs and Head Start will have a Zoom meeting once a week for storytime.
- Upcoming Programming includes Free Comic Book Day, Paranormal Discussion, Halloween Drive Boo (Thru)

Correspondence: Nothing.

Old Business:

- Covid-19 Update—Pam presented the board with a comparison chart showing the correlation of the Covid-19 Phased re-opening plan for the library and the USD #457 School District's chart on the Covi-19 operation levels. She requested that the board give her permission to coordinate the library operations in respect to the School district's operation levels. **Claudia Ward made a motion to delegate authority to Pamela Tuller to determine the library operation restrictions in correlation with the school district operation levels during the Covid-19 crisis. This would include moving the library into Phase 2 if the school district moves to operations level 6, to stay at Phase 3 when the school district is at levels 3, 4 & 5, and to move to Phase 4 if the school district moves to operation level 1 or 2. Marsha Wright seconded the motion. The motion carried.**
- Sparks Grant—Pam reported that repayment for previous expenses is in process. She said she was in the process of submitting requests for future needs.
- Nature Explore shade project –Pam updated the board on the progress of the shade project. She noted that there is a least a 4 week lead time from the company's notice to the actual start of the project. Fabric installation will be determined based on that timeline.
- Strategic Plan---Pam gave the board an update on the status of the Strategic Plan.

New Business:

- Policy Review—Pam presented the board with the proposed changes to the Proctoring and Public Displays Policies. Marsha Wright noted that the wording on the proctoring policy needed to be consistent with the tenses of the actions. **Marsha Wright made a motion to accept the proctoring and public display policies with corrections. Claudia Ward seconded the motion. The motion Carried.** Pam announced that the next policy for review would be the circulation policy.

Out of Contract Expenses

Commerce Bank Visa--\$311.49—OOC Book Grant/ Salmagundi Memorial

The meeting adjourned at 6:20 pm.

The next meeting will be October 19, 2020 at 5:00pm.

Respectfully submitted,

Claudia Ward