

## MINUTES

### Finney County Public Library Board of Trustees Meeting October 19, 2020 5:00 PM

**Members Present:** Robert Scrivner, Dave Jones, Claudia Ward, Marsha Wright,

**Members Absent:** Christine Lightner, Tom Klassen

**Others Present:** Pam Tuller-Library Director, Calli Villanueva—FCPL Programming Director, Chris Hands-Recorder, Jennifer Giltrop-LS&S via Zoom, Lydia Smith—Library Volunteer.

Robert Scrivner called the meeting to order at 4:58 pm. Robert asked if there were any additions or corrections to the agenda. Public Comments was added to the agenda. **Claudia Ward made a motion to accept the agenda with additions. Marsha Wright seconded the motion. The motion carried.**

**Public Comments:** Lydia Smith shared that she and her husband Roger had been replenishing the Free Little Libraries around the library and also in Long Park. She said that they were in the process of repairing and painting the Nature explore libraries.

**Minutes:** The September minutes were presented for approval. Robert Scrivner asked if there were any additions or corrections to the minutes. It was noted that the typo in Christine Lightner's board report be corrected to read "stated" instead of "state". **Dave Jones made a motion to accept the September minutes with changes. Marsha Wright seconded the motion. The motion carried. The September minutes were approved for filing.**

**Financial Reports September** Robert Scrivner asked if there were any questions or comments regarding the September financial reports. Claudia Ward asked for clarification of the TSYS Fees. Pam explained that was a monthly service charge for the Library credit card machine. Claudia also asked for clarification on the process for the Kansas notable books. Pam explained the step by step process to obtain and use the grant. **Claudia Ward 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.**

**Statistics Reports September:** Robert Scrivner asked if there was any discussion of the September Statistic reports. Pam explained the new process for producing the statistic report and explained the new report to the board. **Dave Jones made a motion to accept the September statistic reports. Claudia Ward seconded the motion. The motion carried. The September statistics reports were accepted for filing.**

**Friends of the Library:** Pam stated the next Friends of the Library meeting is scheduled on November 7, 2020.

#### **Board of Trustees Report:**

Dave Jones— Nothing Noted

Marsha Wright—Marsha thanked the library staff and the board for making her feel welcome as a new board member.

Claudia Ward-- Nothing Noted

Robert Scrivner— Nothing Noted

#### **Library Report:** Pam Tuller, Library Director

There have not been any changes in the hours the Library is open, nor the number of people allowed in per hour. The School District is back up to a Level 4 and looking to move to a Level 5 possibly in the next 2 weeks. The Library will stay at its current Phase 3 until the School District goes to a Level 6.

The Library just started a subscription with NewsBank. This will give our patrons access to 3,700 different newspapers including The Garden City Telegram and other Kansas publications. Their archives allow searching the Telegram back to 1997.

#### **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 September, 144 Books were weeded and 285 Books were added to our collection
- Sidewalk Obstacle Course – Started painting in September with great progress.
- Grab-And-Go Craft Bags – We handed out 1,199 Grab and Go Craft Bags in September 2020.
  - Increasing our Grab-And-Go Craft Bags to all After-School Programs in October/November.

#### **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).
- USD 457 After School Programs – Grab and Go Craft Bags and monthly Zoom storytimes
- Head Start – Grab and Go Craft Bags and weekly Zoom storytimes

#### **Programming Report (Calli Villanueva)**

- All Library Programming will continue to be virtual until further notice.

**Correspondence:** Nothing.

#### **Old Business:**

- Covid-19 Update—Pam updated the board members on the covid-19 procedures at the Library. She reported that there were no changes at the Library.
- Sparks Grant—Pam reported that the requests for future needs had been submitted. Dave Jones updated the board about the funds distribution process.
- Strategic Plan---Pam gave the board an update on the status of the Strategic Plan.

#### **New Business:**

- 2021 Holiday Calendar—Pam presented the board with the proposed 2021 Holiday Calendar. **Dave Jones made a motion to approve the 2021 Holiday Calendar as per the LS&S contract. Marsha Wright seconded the motion. The motion carried.** Claudia requested that the board consider giving the staff a paid day off on Saturday, December 26, 2020. Jennifer Giltrop requested that the contract be consulted prior to that decision. The board will decide next month.
- Wampler CD—Pam gave the board the options for creating the proposed Wampler CD. She reported that Commerce Bank was offering a promotional 11 month CD. **Dave Jones made a motion to move \$100,000.00 from the Wampler Money Market Account to create the 11 month CD. Claudia Ward seconded the motion. The motion carried.**
- Policy Review—Pam presented the proposed Circulation Policy to the board. **Claudia Ward made a motion to table the Policy Review. Marsha Wright seconded the motion. The Circulation**

**Policy review was tabled until the next meeting.** Pam noted that the next policies up for review would be the Volunteer Policy and the Code of Conduct Policy.

- Funds Transfer—Christine Hands requested a funds transfer of \$93.50 from the Operating Account to the Out of Contract Account for the 3<sup>rd</sup> quarter Bookstore receipts to cover the payment to the Friends of the Library. The approval was signed by the board members.

### **Out of Contract Expenses**

Friends of the Library--\$93.50--3rd Quarter Bookstore Receipts

The meeting adjourned at 5:58 pm.

The next meeting will be November 16, 2020 at 5:00pm.

Respectfully submitted,

Claudia Ward