

## MINUTES

### Finney County Public Library Board of Trustees Meeting April 15, 2019 5:00 PM

**Members Present:** Dave Jones, Claudia Ward, Christine Lightner, Susan Waller

**Members Absent:** Sylvia Lira, Tom Klassen

**Others Present:** Pam Tuller-Library Director, Calli Villanueva-Program Director, Chris Hands-Recorder  
Robert Scrivner-Board Candidate

Susan Waller called the meeting to order at 5:03 pm.

Susan asked if there were any additions or corrections to the agenda. The listings of the months were corrected to reflect the month of March on the Financial and Statistic Reports.

**Minutes:** The March minutes were presented for approval. Susan asked if there were any additions or corrections to the minutes. Susan noted that the wording be changed on the statement in New Business under the CD renewal from “any distributions” to “the distribution amounts”. **Claudia Ward made a motion to approve the March minutes with corrections. Dave Jones seconded the motion. The motion carried. The March minutes were approved for filing.**

**Financial Reports March:** Susan asked if there were any questions or comments regarding the March financial reports. Claudia asked about the miscellaneous fees for \$1.28 on the Out of Contract bank account. Christine Hands explained that the check was written to Commerce Bank for late fees on the Commerce Bank Visa account for the month of March. Susan asked for an explanation of the \$3900.00 maintenance fee to the County Clerk. Pam explained the fees were for the monthly maintenance from the county including lawn, snow removal and janitorial with another \$100.00 for supplies. Claudia asked for an explanation of the Bullseye bill. Pam explained it was the monthly reoccurring fee for telephone and internet. Susan asked for clarification of the bill to DK’s Lock and Key. Pam explained the charge was for repairs to the front door locking mechanisms. Claudia asked about the negative entry for the TD Card. Christine explained that this was an adjusting entry from the month of February. Susan asked about the charge to the Friends of the Lee Richardson Zoo. Pam explained this was for marketing on the rental wagons at the Zoo. Claudia asked about the charge for materials to Findaway World. Pam explained that the company provided the Playaways for the library. **Claudia Ward made a motion to accept the financial reports for the month of March. Christine Lightner seconded the motion. The motion carried. The March financial reports were approved for filing.**

**Statistics Report March:** Susan asked if there were any questions or comments regarding the March statistics report. Susan asked why the meeting room use for last year was so low. Christine Hands explained that there were no events in the rooms due to the renovations. Claudia asked if the Dial-A-Story was working. Pam explained that she would ask the IT tech coming out in April if it could be hooked up again using the fax phone line. **Christine Lightner made a motion to accept the March statistic report. Susan Waller seconded the motion. The motion carried. The March statistics report was accepted for filing.**

**Friends of the Library:** Christine Lightner asked for more information about the Friends. Pam Tuller explained what the members do for the library and how their efforts benefit the library. There was a brief Q&A about the obligations of the members, contributions and fund distributions.

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

Susan Waller— Susan thanked the board. She shared some of her memories during her service on the board.

Claudia Ward—Claudia thanked Susan for being on the board. Claudia said she and Pam went to the St. Catherine garage sale. She said that furniture items and file cabinets were purchased with donated funds from Pamela Tuller.

Christine Lightner—Christine asked why the summer reading projects were no longer entered in the Finney County Fair. Pam explained the process that was used in the past and noted that it hadn't been done for several years. The board discussed the logistical issues and possibilities for Fair participation. Pam suggested doing a story time at the fair. Christine commented on the minutes that are published on the website and suggested some of the commentary be listed as discussions.

Dave Jones—Dave reported that the County Commission approved Robert Scrivner to fill the vacancy for the board member position. He thanked Susan Waller for her service on the board. He shared briefly the process for the county budget approvals.

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

I attended the LS&S Leadership Summit in Austin, TX March 3<sup>rd</sup> – 5<sup>th</sup>. We were informed of the new LS&S Intranet we will be using, it is call OPAL. There will also be some changes to our Collection Development. All LS&S Libraries are moving to a more centralized collection development plan. Our library is already utilizing this service. We enjoy the flexibility it provides in ordering.

Currently, I am working on the following projects:

- Budget Request to the County Commissioners (Due April 26, 2019)
- Reviewing our reports to ensure efficiency and usefulness
- Reviewing our policies and other libraries policies for revisions starting in May, 2019
- Summer Reading Plans and Outreach Opportunities

### **Staffing Report**

The library was fully staffed in March, 2019. We have 11 full-time staff, 3 part-time staff, and 2 paid volunteer through SER (Senior Employment Rehabilitation). On March 12, 2019, Karen Baird resigned due to health concerns; Eren took over these hours and is now a full time employee. Dan Nelson has joined us through SER. His position will be to help with shelving, reading (making sure books are in the correct order), and weeding.

**Training Report** – All staff attended a LS&S Webinar introducing OPAL, LS&S's new intranet.

### **Partnerships Report**

Finney County United Way and Dolly Parton's Imagination Library  
Garden City High School Student Council's Shoe Drive (ending in April)  
Kansas Health Foundation has asked to partner with us for their Early Literacy Project.  
Kansas Reading Roadmap will highlight our efforts towards early Literacy in April.

### **Programming Report**

Wee Readers held 13 storytimes and 439 people attended. The themes in March included "Travelin' Trains, Pirates, I am feeling, Snazzy Shoes, and Dog Tails. The children enjoyed walking the plank, eating cannon balls (cheese balls) and goldfish crackers, sharing about their feelings, reading Pete the Cat I Love My White Shoes, being visited by Sochi, a therapy dog, and eating Scooby-Doo graham cracker bone snacks.

Children's services saw 222 people for Spring Break Lego City and 102 people for the Spring Break Movie Madness. The Dream Big Storytime with William McPherson is going well. All participants seem to have a great time (including William). Calli was out sick and William conducted the storytime with little help from Pam and Cody.

Outreach to schools and local organizations are increasing quickly, as well as scheduled class tours. Literacy nights are going well and that is when we get the word out about what the library offers. There are many tours and outreach opportunities scheduled in late April and early May.

Teen/Tween services held Harry Potter Saturdays on March 2<sup>nd</sup> by showing both Parts of The Deathly Hallows.

TALC (Teen Advisory Library Council) is interested in meeting the Board sometime after Summer Reading.

Lexie will be induced April 12<sup>th</sup> and has been making plans to ensure that all of her responsibilities and programs are covered.

Adult services – Numbers are steadily increasing for Adult Programming. Cod had over 12 attendees for his yoga class at Adulting 101. Word about conversation circles has gotten around and we are expecting to see numbers rise. Computer classes have a steady attendance with new questions being asked each class. The numbers for Club Read have increased and now have two different service agencies attending. They will be starting a new book in April.

### **Miscellaneous Information**

Planning for Summer Reading is well on its way and the SRP Calendar will be available for distribution on April 24<sup>th</sup>. This year's theme is Space (A Universe of Stories) to celebrate the 50<sup>th</sup> Anniversary of the First Man on the Moon.

### **Coming up Next Month (April)**

Earth Day – Party for the Planet at Lee Richardson Zoo – 3<sup>rd</sup> and 4<sup>th</sup> grades from areas schools  
April 24<sup>th</sup>-- Kansas Reading Roadmap will be doing a "tour" of Garden City early literacy bright spots – three community partners will be recognized for their efforts to promote early literacy and support families – Tyson Foods, Inc., Garden City Public Schools, and the Finney County Public Library. In Garden City and other rural communities, early literacy is critical to improve the well-being and success of children and families. Garden City business, community organizations and school all work in tandem to support its families. This day will honor and bring attention to these efforts, while also focusing attention on unmet needs and solutions for addressing them. Board members are encouraged to attend if possible.

Programming –

Harry Potter Saturdays – April 6<sup>th</sup> – Fantastic Beasts and Where to Find Them and Fantastic Beasts and the Crimes of Grindewald.

Adult Programming will be taking a break in April during Cody's Vacation (April 6-15).

Pam shared the details of the upcoming Earth Day event. She noted that Lexie Ortega, the Teen Program coordinator, had given birth to a baby boy. Pam asked if there were any questions. There was a brief discussion regarding the Early Literacy Project. She gave the board an update on the Summer Lunch Program being expanded to include meals being served Monday-Saturday. She also shared the Summer Reading Calendar and highlighted some of the special events being held this year.

### **Correspondence:**

Christine Hands presented the WKCF distribution notice for the Patsy Ruddick Memorial Fund letter with a grant allocation check and a grant allocation check from the Helen Oswald Fund.

### **Old Business:**

- Treasurer Bond—Pam presented an estimate from Keller Leopold for \$300.00 per year for the bonding. She noted she made a request for bonding to the County Commissioners. Dave Jones reported that the county approved payment from the general fund for the expenditure. He said to proceed with the bonding following the election of officers in May and send the bill to Randy at the County office for payment.
- CD Renewal—Claudia made a suggestion that the funds from the distributions and the CD be used to improve the stage area and add additional shade in the Nature Explore Classroom. There was a brief discussion with a request to get bids for the project and consider replacing the stage after summer reading. **Claudia Ward made a motion to cash in the Ruddick Oswald CD for \$9294.88 and combine the funds with Ruddick-\$1974.00 and Oswald-\$430.00 distributions to be set aside for the Nature Explore deck upgrades. Susan Waller Seconded the motion. The motion carried.** The Board suggested that there be a memorial plaque put in place noting the contributions.

### **New Business:**

- 2020 Budget Request—Pam reviewed the proposed 2020 budget request she was presenting to the County Commission. Susan Waller requested a consensus from the board for Pam to present the budget request. A consensus from the board was given.
- TSYS Account –Pam explained the credit card merchant account needed for the new print release system. **Claudia Ward made a motion to approve setting up a credit card account with TSYS to accommodate the new print release system. Susan Waller seconded the motion. The motion carried.**
- Funds Transfers—Christine Hands requested approval to transfer \$416.75 from the Operating account to the Out of Contract account to cover the check written to the Friends of the Library for the 1<sup>st</sup> quarter bookstore receipts. **Christine Lightner made a motion to approve transferring \$416.75 from the Operating Account to the Out of Contract account. Dave Jones seconded the motion. The motion carried.**
- June Board Meeting—The board agreed not to have a meeting in June due to multiple absences
- Furniture Repayment—**Claudia Ward made a motion to write a check for \$165.00 from the Board Account to Pam Tuller for the garage sale furniture expense. Susan Waller Seconded the motion. The motion carried.**

**Out of Contract: The following checks were signed by the board.**

- Friends of the Library--\$416.75—1<sup>st</sup> quarter bookstore receipts
- Commerce Bank Visa--\$562.57—Summer Reading Supplies

The secretary signed the minutes and the financial statements.

The Meeting adjourned at 6:48 p.m. The next meeting will be scheduled May, 20, 2019.

Respectfully submitted,

Claudia Ward