

## MINUTES

### Finney County Public Library Board of Trustees Meeting January 22, 2019 5:00 PM

**Members Present:** Sylvia Lira, Tom Klassen, Dave Jones, Claudia Ward, Christine Lightner, Susan Waller

**Members Absent:** None

**Others Present:** Pam Tuller-Library Director and Jennifer Giltrop-LS&S via Skype, Calli Villanueva-Program Director, Christine Hands-Recorder

Sylvia Lyria called the meeting to order at 5:05 pm.

Calli Villanueva introduced the new circulation staff member Erendira Jimenez to the board. Erendira gave the board a brief description of her background and her experience. She then answered questions from the board.

Sylvia Lira asked if there were any additions or corrections to the agenda. Nothing was noted. **Dave Jones motioned that the meeting agenda be approved. Susan Waller seconded the motion. The motion carried.**

**Minutes:** The December minutes were presented for approval. Sylvia asked if there were any additions or corrections to the minutes. Susan Waller asked that her statement in the board of trustee reports be amended to include that she had asked Calli Villanueva to consider moving the new books as not to obstruct the artwork in the Kansas Room. Christine Lightner asked that the statement in the Directors report under the Library Programs heading be corrected to state that Calli noted that a patron, who is also an EMT and Firefighter, suggested creating a parent/child book club for 7-10 year olds. **Susan Waller made a motion to approve the December minutes with corrections. Christine Lightner seconded the motion. The motion carried. The December minutes were approved for filing.**

**Minutes Special Board Meeting:** The Minutes from the special board meeting on December 18, 2018 were presented for approval. Sylvia asked if there were any additions or corrections to the minutes. None were noted. **Susan Waller made a motion to approve the minutes from the special board meeting. Tom Klassen seconded the motion. The motion carried. The Special Board Meeting minutes were approved for filing.** Jennifer Gilthrop said she did not understand from her conversation with Todd Frager that the Schedule A would need to be revised.

**Financial Reports December:** Sylvia asked if there were any questions or comments regarding the December financial reports. Claudia asked for clarification for the Kansas Notable books deposit. Pam Tuller explained that these books were chosen from a provided list of qualifying notable books that could be purchased with the Kansas Notable books grant funds. Claudia asked about the credit from the city of Garden City. Christine Hands explained that the utility company had credited the sewer charges accessed on the Nature Explore account. Claudia asked about the Kan-Do Registration charges. Pam explained that this was for the upcoming training provided by SWKLS for Calli, Cody, Lexie and Chris to be held in Dodge City. Susan asked if we were still members of SWKLS. Pam explained that the cost of membership is based on population, area of service and on a formula. The membership was highly expensive and had been discontinued several years ago. Sylvia asked about our membership with the Chamber of Commerce. Pam explained our partnerships with them. Sylvia asked about the Eye Click charges. Pam explained that this was the BEAM Floor project. Susan asked about the cost of the purchase. Claudia explained the purchase and the hardware and software that were going to be installed at the library. Susan requested that the start-up be announced to the board by e-mail. Claudia suggested a grand opening for the service. Sylvia suggested we use the Chamber of Commerce and the newspaper to market the event. **Claudia made a motion to approve the financial statements. Dave Jones seconded the motion. The motion carried. The financial statements were approved for filing.**

**Statistics Report December:** Sylvia asked if there were any questions or comments regarding the December statistics report. Claudia asked if the library was going to the Cottages senior living home. She noted that someone was interested in having the outreach service. Susan mentioned the Ranch House as another option. Calli said they were waiting to get the people settled in and that she would follow up. Susan asked when the computer classes would begin. Calli informed her they were slated to begin in February. **Susan Waller made a motion to accept the December statistic report. Claudia Ward seconded the motion. The motion carried. The December statistics report was accepted for filing.**

**Friends of the Library:** The January meeting was cancelled and will be rescheduled for February.

**Library Report:** Calli Villanueva, Program Director

- 1) LIBRARY PROGRAMS
  - a) Adult Programming—upcoming programs-Computer classes, Horizon’s Book Club, Trivia, Adulting 101.
  - b) Youth Programming—Book Club for youth will begin on Friday
  - c) Teen Programming-Study Hall is held in the teen area
  - d) Wee Readers
- 2) LIBRARY TRAINING
  - a) All Staff—Homeless in the Library training ongoing
  - b) Lexie, Cody, Emily—Helping Patrons to Find Tax forms
  - c) Carly—Protecting Privacy in Public Libraries
  - d) Calli, Becky—Customer Service
  - e) Calli—Involving Community in Library Programming, Shelving Placement in Children’s Library, Nature Explore Programs
  - f) All Staff – Homelessness and Libraries Newsletter (Weekly)
- 3) LIBRARY PARTNERSHIPS
  - a) Families Together—Parent Engagement Workshop( monthly)
  - b) High School Career Fair—Pam, Lexie
- 4) MISCELLANEOUS LIBRARY INFORMATION
  - a) Hoopla –
    - i) Past 12 Months - \$12,037.76, 454 patrons, 4473 circ titles
    - ii) 1,263.23—December, 602 circulations
- 5) NEXT MONTH
  - a) Floor Projector—BEAM-Demonstration available after the meeting.

**Correspondence:** A Christmas card from LS&S was shared with the board.

**Board of Trustees Report:**

Christine Lightner—Christine commented that the library is a community center link and suggested that topic related books be available at and during library programming. Examples being—careers, self-help topics, motivation, etc. She shared a book “Good Pictures/Bad Pictures” she was very impressed with and said it was available in two versions for 3-6 year olds and 8-14 year olds.

Susan Waller— Nothing

Dave Jones—Nothing

Claudia Ward—Claudia reported gave an update on the basement sorting. She said she had sorted the Clutter files and organized the multiple photo copies. She said there were a number of sets of the copies that needed to be disposed of. Dave said to check with the City and County offices to see if they could use them for tours and other programs.

Tom Klassen— Nothing

Sylvia Lira— Sylvia said she liked the new sign. She also requested an invoice for summer reading for Black Hills Energy.

### **Old Business:**

- Wampler fund repayment—After a short discussion, it was determined that a report was needed to explain the 2018 expenditures. **Susan Waller made a motion to table this item until the next board meeting. Tom Klassen seconded the motion. The motion Carried.** The Wampler Funds repayment was tabled until the next meeting.

### **New Business:**

- Insurance Policies
  - Bonding—Pamela said that in order to comply with state guidelines for libraries that the Treasurer position needed to be bonded. She said she would determine what steps needed to be taken and move forward with the Treasurer position bonding.
  - The insurance company needed the official name for the board. The official name is “The Finney County Public Library Board of Trustees”. Christine Hands said she would report this to the insurance company.
- Christine Hands presented copies of the Nature Explore Maintenance contracts from Ward’s Garden Center for 2019. The board agreed to pay the contracts.
- Schedule A—Jennifer said she would get clarification on the need for a new schedule A.
- Schedule the February Board Meeting—the February board meeting will fall on a holiday. Pam informed the board she would be gone from February 17-23. The meeting was scheduled for February 25, 2019.
- Pam told the board that the minutes from the board meetings would be published on the library website. It was agreed that the minutes must be corrected and approved prior to being put on the website.

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

- Friends of the Library--4<sup>TH</sup> Quarter Bookstore Receipts--\$375.08-Funds Transfer Needed
- Wards Garden Center—Nature Explore Maintenance Contract 2019--\$2450.00
- Wards ChemCare—Nature Explore Fertilizer & Pesticide--\$393.25
- Wards Garden Center—Cement pad for Sign--\$550.00

The secretary signed the minutes and the financial statements.

The Meeting adjourned at 6:48 p.m. The next meeting will be scheduled by email for January 2019.

Respectfully submitted,

Claudia Ward