

## MINUTES

### Finney County Public Library Board of Trustees Meeting February 26, 2018 5:00 PM

**Members Present:** Susan Waller, Dave Jones, Claudia Ward, Sylvia Lira

**Members Absent:** Boyd Funk, Tom Klassen

**Others Present:** Pam Tuller-Library Director, Christine Hands-Recorder, Mickey Coalwell—LS&S

Susan Waller called the meeting to order at 4:59 p.m. Susan asked if there were any additions or deletions to the agenda. Pam Tuller added Strategic Planning to New Business.

**Minutes:** The January Minutes were presented for approval. Susan asked if there was any discussion. None noted. **Claudia Ward made a motion to approve the January minutes. Susan Waller seconded the motion. The motion carried. The January minutes were approved.**

**Financial Reports January:** Susan Waller asked if there were any questions or comments regarding the January financial reports. Claudia asked for clarification of the Centurion Technologies purchase. Pam Tuller explained that the purchase was for a renewal of the security licenses for the library computers. Claudia also asked for clarification regarding the Kansas Library Express purchase. Pam explained this was for the renewal of the courier services the library uses to send inter-library loan materials back and forth from Kansas libraries. Mickey Coalwell explained that there were 332 libraries in Kansas and eastern Colorado that use the service. Pam added that the service is not just for ILL requests but can be used to send other items as needed. Susan Waller asked for clarification of the Walmart purchase. Chris Hands explained that was a purchase for Thank You cards for the Match Day contributors. Dave Jones asked for clarification of the charges from the County Clerk's Office. Pam explained the Charges were for the cleaning staff and routine maintenance, supplies, and the telephone charges for the month. **Claudia Ward made a motion to approve the January financial report. Dave Jones seconded the motion. The motion carried. The January financial reports were accepted for filing.**

**Statistics Report January:** Susan Waller asked if there were any questions or comments regarding the January statistics report. Claudia Ward noted that the door counts were considerably lower. Chris explained that the door counters had been moved due to the ongoing construction and were no longer able to record entry and exit counts. Pam noted that the stats would be considerably lower in February due to the closure of the library and that no new counts on the entry doors would be available until the counters were re-mounted in the new ceiling. Claudia also asked for an update on the outreach position. Pam explained that the newly hired employee was not going to be able to take the position and that she would be interviewing again to fill that position. **Sylvia Lira made a motion to accept the January statistic report. Susan Waller seconded the motion. The January statistics report was accepted for filing.**

**Friends of the Library**—Susan Waller asked about the request for the Friends to Purchase 4 laptop computers for the library. Pam explained that the library had purchased two laptops during the inventory for staff to use and that she had requested the friends to purchase 4 more, all to be used for adult programming. Pam also explained the new screening process for Better World Books and informed the board that two shipments had gone out in January totaling 39 boxes of books.

**Correspondence:** Christine Hands presented a Valentine card from WKCF for the board

## **Library Report: Pam Tuller--January 2018**

### LIBRARY REPORT

Pamela Tuller, Library Director

February 2018

- **LIBRARY PROGRAMS**
  - Club Read
  - No other programs due to the construction
- **LIBRARY TRAINING**
  - Inventory –Shawn, Diane and Carrie from LS&S trained all staff in the process.
- **LIBRARY PARTNERSHIPS**
  - Noon Lions Club—Ken Harsha and Pam presented an update on the library.
  - Senior Center of Finney County—Computer use during the library shutdown and provided them with the library newspapers for patrons to access at the center.
  - Finney County Administration (HR Dept.) Faxes and notaries available for patrons during the shutdown.
- **MISCELLANEOUS LIBRARY INFORMATION**
  - Opening at 12:00 Tuesday, Feb 27 (tomorrow)
  - Hoopla – Increased checkout to 7/month
    - January 28 New Users, 75 total, 231 circs, \$295.70, 448.84
    - February to Date – 18 New Users, 71 Total, 256 circs, \$494.89
    - Since Launch – 151 Users, 1105 circs
- **NEXT MONTH**
  - Spring Break Lego City & Movies
  - More Programming as available

## **Board of Trustees Report:**

Claudia Ward— Claudia noted there would be a reception in April for Pam.

Susan Waller—Nothing Noted

Dave Jones— Dave congratulated Pam on earning her degree in Library Science. Dave noted he had received multiple comments regarding the county entities working together during the renovations. He also noted he would continue on as the Ex Officio library board member for another year. It was noted library board elections would be in April.

Sylvia Lira—Nothing Noted

## **Old Business:**

- Money Transfers—Christine Hands noted that two money transfers needed to be made from Operating to Out of Contract. \$252.01 for the Smart Start funds from Kansas Notable Book grant and \$560.38 for the Friends of the Library 4<sup>th</sup> quarter bookstore receipts to cover expenses paid out of contract. Christine said she had e-mailed Boyd Funk with the information to complete these.

## **New Business:**

- Nature Explore Contracts—Christine Hands presented the contracts for the maintenance, pest control and fertilizer for the season. She suggested these be paid in full at the beginning of the season. The board agreed. She also noted that there would need to be a money transfer from Wampler to the Nature Explore account. She said she would present a cost report from 2017 to evaluate the needs for the year.

- CD Renewals—The Capital Improvement CD will be renewing on March 13. The Ruddick Oswald Cd will be renewing in April. **Susan Waller made a motion to allow the CD's to renew automatically. Dave Jones seconded the motion. The motion carried.**
- Dorothy's Room/Construction—Pam informed the board that there was a problem with choking hazards being found in the Dorothy's Room area. She said she informed the contractors that this was unacceptable. There have been no new incidents of any items being found in that area.
- Budget Committee—Pam Tuller, Sylvia Lira, Boyd Funk, Claudia Ward and Tom Klassen will be on this committee. Pam will set up meeting times and processes.
- Strategic Planning Committee—Pam Tuller, Susan Waller, Dave Jones and Tom Klassen will be on this committee. Pam will set up meeting times and processes.

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

- Commerce Bank Visa--\$297.70—SRP/Special Events
- Lewis Hooper and Dick—\$252.00—1099 & 1096 Tax preparation
- LS&S—\$265.87—Kansas Notable Books Grant Expense (plus book processing)
- Finney county-\$455.91 —Storm Damage Reimbursement

The secretary signed the minutes and the financial statements.

The Meeting adjourned at 6:05 p.m. The next meeting is scheduled for March 19, 2018 at 5:00 p.m.

Respectfully submitted,

Claudia Ward