

MINUTES

Finney County Public Library Board of Trustees Meeting April 21, 2018 5:00 PM

Members Present Tom Klassen, Susan Waller, Dave Jones, Claudia Ward, Sylvia Lira

Members Absent: Boyd Funk

Others Present: Pam Tuller-Library Director, Christine Hands-Recorder, Calli Villanueva-Programming Supervisor, Mickey Coalwell—LS&S via Skype.

Tom Klassen called the meeting to order at 5:01 p.m. Tom asked if there were any additions or deletions to the agenda. Christine Hands added the checks from WKCF to correspondence. The Library Sign was added to Old Business. The date on the agenda for minutes from was amended to read March 26, 2018.

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

Financial Reports March: Tom asked if there were any questions or comments regarding the March financial reports. Claudia asked for clarification of the Bullseye Communication invoice. Pam explained it was a charge to establish internet for the upcoming phone system crossover. **Claudia Ward made a motion to approve the March financial report. Dave Jones seconded the motion. The motion carried. The March financial reports were accepted for filing.**

Statistics Report March: Tom asked if there were any questions or comments regarding the March statistics report. Christine Hands explained that the format on the report had been modified to include the previous year's numbers. Claudia Ward asked about the viewing numbers for outreach. Pam Explained that the number reflected how many people looked at items. Sylvia asked about the self-check usage. Pam explained where they were located in the library and that they were a good backup for the front desk during busy times and during summer reading. **Susan Waller made a motion to accept the March statistic report. Claudia Ward seconded the motion. The March statistics report was accepted for filing.**

Friends of the Library—The Friends of the Library will be having their quarterly meeting on May 19, 2018.

Correspondence: Christine Hands presented a Thank You letter from Keller Leopold. The Library received a renewal notice from Commerce Bank for the Ruddick/Oswalt CD. The library received the annual dividend checks from the Western Kansas Community Foundation. The board agreed to deposit these funds into as follows:

Wampler Funds to Wampler account—\$49,820.00

Library Funds to Capital Improvements account--\$3,850.00

Ruddick--\$3,278.00 and Oswalt--\$710.00 funds to Out of Contract account

Library Report: Pam Tuller--April 2018

- LIBRARY PROGRAMS
 - Regular programming restarted April 2nd.
 - Summer Reading planning is well on its way. June 1st is the Kickoff event and sign up starts June 4th.
- MISCELLANEOUS LIBRARY INFORMATION
 - Staffing

- Pam introduced Calli Villanueva, the new programming supervisor. She gave a brief bio and talked about her duties as programming supervisor.
 - Gabrielle Stout accepted the position of Adult Program Services.
 - Office area is needed—playing with the idea of moving the bookstore if feasible.
- The heating and Air is scheduled to be started on April 17.
- Hoopla
 - 6 new patrons, 59 total patrons, 166 checkouts, \$333.64 dollars used. We have spent \$2,940.00 to date.
- NEXT MONTH
 - Programming will be slower due to Summer Reading preparations.
 - Friends of the Library meeting will be May 19th.

Board of Trustees Report:

Claudia Ward—Nothing Noted.
Susan Waller— Nothing Noted.
Dave Jones— Nothing Noted.
Sylvia Lira— Nothing Noted.
Tom Klassen—Nothing Noted.

Old Business:

- Budget Committee—the budget committee decided to meet the first week of to discuss the 2019 Budget proposal...
- CD Renewals—Ruddick/Oswalt CD will renew on April 23, 2018. The board agreed to allow the CD to automatically renew.
- Board Member replacement—The board had a brief discussion of possible candidates for the open board position. The board said they would continue to look for a replacement
- Library Sign-- Pam shared some design concepts for the proposed sign. After a brief discussion, Dave Jones suggested 3 or 4 proposals and concepts be presented at the next meeting

New Business:

- Stipend for Outreach—Pam asked the board if they were wanted to have a stipend for the outreach mileage reimbursement. She said she would discuss it with LS&S and see if it is a possibility.
- 360 Engineers account access for utility monitoring. Pam asked told the board that the library would be giving 360 Engineering access to the utility accounts to monitor the usage as needed to guarantee their contracted savings for the county projects.
 - Silent Study Room furniture— Booth seating—Pam found 10 used booths and tables for the study area in the Kansas room and the vacant Genealogy room. \$500.00 plus costs to paint and re-upholster. Susan asked about the purpose of the Kansas Room. Pam explained it would be for collaborative study. Claudia voiced her concerns about the aesthetics of the used furniture. **Susan Waller made a motion to use the distributions from the Ruddick funds to purchase the booths and tables. Sylvia Lira seconded the motion. Four for the motion one opposed. The motion carried.**
- Bank Transfers—Christine Hands requested \$396.00 from the FOL Bookstore receipts be transferred from Operating to Out of Contract to cover the reimbursement check that was written.
- Elections
 - **Susan Waller made a motion to nominate Sylvia Lira as Board Chairman. Claudia Ward seconded the motion. The motion carried.**
 - **Dave Jones made a motion to nominate Susan Waller as Vice Chairman of the board. Silvia Lira seconded the motion. The motion carried.**
 - **Susan Waller made a motion to nominate Claudia Ward as Secretary of the board. Dave Jones seconded the motion. The motion carried.**

- **Tom Klassen agreed to assume the Treasurers position at this time due to Boyd Funk, the former treasurer, exiting as a board member.**

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

- Commerce Bank Visa--\$118.63—Awe Computer supplies.
- Friends of the Library--\$396.00—1st quarter bookstore receipts.

The secretary signed the minutes and the financial statements.

The Meeting adjourned at 6:45 p.m. The next meeting is scheduled for May 21, 2018 at 5:00 p.m.

Respectfully submitted,

Claudia Ward