

MINUTES

Finney County Public Library Board of Trustees Meeting July 16, 2018 5:00 PM

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

Members Absent: Tom Klassen

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

Sylvia Lira asked if there were any additions or corrections to the Agenda. None noted.

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

Financial Reports June: Sylvia asked if there were any questions or comments regarding the June financial reports. Susan Waller asked about the Bank fees charged to the operating account. Christine hands explained that the bank inadvertently charged the account for an online banking fee that had been waived in the past. This was corrected and the fees were credited to the account. Claudia Ward asked about the bill from Palace Computer Center. Pam explained that was for installation of the security cameras after the ceiling replacement. Dave Jones said the library should check with Rex Harrison from the county and forward this bill to the county for reimbursement. Claudia asked for clarification on the Bullseye Communication and Carrier SI bills. Pam explained the bills were for the addition of equipment needed to convert the new phone lines for the phone server. She explained this was a one-time fee to avoid having to pay for extra pots lines on a monthly basis. She said the Bullseye bill was for the new phone service monthly fee. She said these numbers would change now that the new system was in place. Susan Waller asked how often the building was treated for bugs regarding the pesticide bill from Southwest Pesticide. Pam explained the treatments were done in the summer months and as needed the rest of the year. Susan asked about the Betty Sterling Deposit to Out of Contract. Pam explained this was from the memorial funds. Pam noted that the funds were designated for use by the library for anything that could be utilized or seen in the library. The board had a brief discussion of possible uses for the funds. **Claudia Ward made a motion to approve the June financial reports. Dave Jones seconded the motion. The motion carried. The June financial reports were accepted for filing.**

Statistics Report June: Sylvia asked if there were any questions or comments regarding the June statistics report. Claudia asked for the numbers for Hoopla. Pam noted the numbers from the director's report below. **Claudia Ward made a motion to accept the June statistic report. Christine Lightner seconded the motion. The motion carried. The June statistics report was accepted for filing.**

Friends of the Library: The Friends are not accepting donations until September 4, 2018.

Library Report: Pamela Tuller, Library Director

- LIBRARY PROGRAMS
 - Summer Reading – 835 people signed up
 - 0-5 – 382 Signed up / 289 Completed
 - 6-9 – 194 Signed up / 70 Completed
 - 10-12 – 105 Signed up / 23 Completed
 - 13-18 – 41 Signed up / 9 Completed
 - 18+ - 113 Signed up / 42 Completed
 - Summer Reading Contests
 - 0-5 – 141 Participated in Contests
 - 6-9 – 63 Participated in Contests
 - 10-12 – 39 Participated in Contests

- 13-18 – 18 Participated in Contests
 - 18+ - 56 Participated in Contests
 - Summer Reading Events – 11,358 Participants (includes BED Parade, but does not include Water Day)
 - Touch A Truck-1000
- LIBRARY TRAINING
 - Pam and Carly – ALA Conference in New Orleans
 - Highlights – Diversity Pre-conference, Michelle Obama, The Public (movie by Emilio Estevez), Out of the box story times (laundromats)
 - Calli – Fund Development 101 with WKCF
- LIBRARY PARTNERSHIPS
 - Summer Reading – YMCA and Community Daycares Outreach Program
 - Destiny Supports Volunteer Program. They will volunteer to give back to the library.
- MISCELLANEOUS LIBRARY INFORMATION
 - Hoopla – July to Date – 25 New Users, 114 Total Users, 325 Circs, \$661.70
- NEXT MONTH
 - Regular Programming starts up the first week in August
 - Library Booth at the Muscular Dystrophy Benefit August 11th
 - New teacher fun day

SUPER BIG THANK YOU TO CLAUDIA AND SUSAN FOR REARRANGING THE KANSAS ROOM AND THE SILENT STUDY ROOM. THEY LOOK FANTASTIC!

Board of Trustees Report:

Christine Lightner—Nothing Noted.

Susan Waller--Nothing Noted.

Dave Jones— Dave reported that the county audit had been completed. The audit found improper implementation of executive session procedures in the library board minutes. Mickey Coalwell noted that the problem had been recognized. He asked that the proper procedures be shared with all the board members for future reference when going in to executive session. Dave made a note to address the planning commission about the proposed sign in the upcoming meeting. He said they were considering possible changes to the zoning regulations. He also stated the Finney County budget workshop was July 23rd.

Claudia Ward—Claudia shared she was working on the river area in the Nature Explore classroom.

Sylvia Lira— Nothing Noted.

Old Business:

- Window Treatments—Pam presented the board with a bid for window treatments from J&M Paint for \$3,639.15 that included a 50% discount. Dave Jones said he would get the bid to the county for consideration. **Claudia Ward made a motion to seek County funding and move forward with J&M Paint's bid to install window treatments in the meeting rooms contingent upon the County's approval. Christine Lightner seconded the motion. The motion carried.**
- Library Sign—Pam told the board there were no bids yet. She said the Dodge City firm had sent new designs. Dave said that she needed to get the specs for the sign and put an ad in the paper as part of the bidding process. The ad should indicate the library board is seeking bids for an electronic sign and that the specifications and bid packages are available at the library at 605 East Walnut in Garden City. **Claudia Ward made a motion to advertise for bids to purchase a library sign. Susan Waller seconded the motion. The motion passed.** Funding for the sign would consist of seeking contributions and/or using the boiler funds. The time frame would be that bids are due by the 2nd week in September.

New Business:

- Revenue Generating Policies—Pam opened the discussion for changes in pricing and policies that would affect library fees and revenue. These would include circulation services such as copies, faxing, notaries and meeting room rentals. There was a brief discussion of the current service fees and room and equipment rental policies. Mickey suggested Pam poll area libraries to compare their policies and fees. She said she would put together trial policies and fee schedule to build from for discussion.

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

- Commerce Bank--\$562.72—Summer Reading
- YMCA--\$200.00—Summer Reading
- Troy Graham—\$500.00—Summer Reading
- Pro Sound Productions--\$500.00—Summer Reading
- FOL--\$483.50—2nd quarter Bookstore Receipts

The secretary signed the minutes and the financial statements.

Christine Lightner made a motion to conclude the regular meeting. Susan Waller Seconded the motion. The motion carried. The Meeting adjourned at 6:51 p.m. The next meeting is scheduled for August 20, 2018 at 5:00 p.m.

Respectfully submitted,

Claudia Ward