

MINUTES

Finney County Public Library Board of Trustees Meeting November 19, 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, Mickey Coalwell and Jennifer Giltrop-LS&S via Skype.

Sylvia Lira asked if there were any additions or corrections to the Agenda. None noted. **Dave Jones made a motion to accept the agenda as written. Susan Waller seconded the motion. The motion carried.**

Minutes: The October Minutes were presented for approval. Sylvia asked if there was any discussion. Claudia Ward noted the misspelling of Pam's name. **Susan Waller made a motion to approve the October minutes with corrections. Claudia Ward seconded the motion. The motion carried. The October minutes were approved for filing.**

Financial Reports October: Sylvia asked if there were any questions or comments regarding the October financial reports. Claudia Ward inquired about the Halloween purchase from Oriental Trading Company. Pam reported that this purchase was for the give-a-ways, such as candy and small toys. Claudia also questioned the need for Scheopner's water delivery. She suggested that we consider looking into getting the water from Walmart. Susan Waller inquired about the Employee Welfare purchase. Pam reported that this was used for the staff Christmas party held in November. Susan also asked why there were 2 payments to Picasso Security. Pam reported that the bill had been late so 2 payments ended up coming out of October. **Susan Waller made a motion to approve the October financial reports. Claudia Ward seconded the motion. The motion carried. The October financial reports were accepted for filing.**

Statistics Report October: Sylvia asked if there were any questions or comments regarding the October statistics report. Susan Waller noted the differences in patron counts for Dorothy's Room, and Dave Jones noted the differences Annual patron counts. Pam reported that the people counters had not been consistent over the past year due to the construction project and also noted that the patron counts had been estimated in years past. Claudia Ward asked about Dial-a-Story usage. Pam reported that this count varies on how many times the phone number is called. **Susan Waller made a motion to accept the October statistic report. Christine Lightner seconded the motion. The motion carried. The September statistics report was accepted for filing.**

Friends of the Library: Pam Tuller noted that the bag of books sale would be in November. She reported the annual meeting would be at 10:00 am on Saturday, October 20. This would include the election of officers, book sale discussion and discussion about cleaning the bronze statues.

Library Report: Pamela Tuller, Library Director

- LIBRARY PROGRAMS
 - Tons of programming coming up in December
 - Great turnouts for Conversation Circles
- LIBRARY TRAINING
 - Purchasing a training on Homelessness and Libraries
 - Pam – Library Director's Bootcamp (3 Sessions – ended today)

- Calli - Building Steam Block by Block, Crafts and fun ideas for Children in Nature , How to effectively use your digital library, YA Announcements, Winter and beyond , Off the Grid: put down the phone and go outside, Making education fun: activities to do outside, 21 Leaderships Laws and motivations
- LIBRARY PARTNERSHIPS
 - FOL Bookstore
 - USD 457/Mary Karlin – Books for BOB
- MISCELLANEOUS LIBRARY INFORMATION
 - Hoopla –
 - November to Date – 23 New Users, 153 Total Users, 386 Circs, \$806.94
 - Past 12 Months - \$10,232.10
- NEXT MONTH
 - Harry Potter Saturdays – Goblet Of Fire – Interactive Movie and Lots of Activities
 - Gift Wrapping Fundraiser Dec 8, 9, 22, 23
 - Christmas Trivia Dec 18
 - A Christmas Carol Dec 19
 - Winter Movie Special Dec 20
 - Santa Storytime, Winter Movie Special and A Christmas Story (Adults) Dec 21
 - Winter Movie Special Dec 26, 27, 28

Board of Trustees Report:

Christine Lightner— Christine commented that she had found batteries left inside the Play-A-Ways and that it had caused some corrosion. She also reported that the K-State Research Extension is wanting to have a stronger community presence, so if the library is in need of anything to let them know

Susan Waller— None

Dave Jones— Dave reported that the sign should be installed the week of December 3rd. He also requested permission to pass the old sign on to the Finney County Fairgrounds once we were done with it.

Claudia Ward—Claudia said she had received reports from staff on the items being used from the basement.

Sylvia Lira— None

Tom Klassen— Absent

Old Business:

- Match Day—Pam gave a detailed report of the schedule for Match Day, November 27, 2018 and invited the Board Members to stop by the library or WKCF.

New Business:

- 2019 Holiday Calendar—Pam presented the 2019 Holiday Closing Calendar to the Board.
Christine Lightner made a motion to approve the Holiday Closing Calendar as presented. Susan Waller Seconded the motion. The motion carried.
- Money Transfers – Pam explained the need for end of year transfers to be able to cover the December payment to LS&S.

- Merchant Account funds need to be moved to Operating Account. **Christine Lightner moved to transfer the funds from the Merchant Account into the Operating Account before the next Board Meeting. Claudia Ward seconded the motion carried.**
- Wampler Account funds need to be moved to Operating to cover the costs of the contract. **Dave Jones moved to transfer \$10,000 from the Wampler Account to the Operating Account to cover the LS&S Contract. These funds will be paid back to the Wampler account as soon as possible. Susan Waller Seconded the motion. The motion carried.**

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

- FOL – 3rd Quarter book store - \$598.40
- Alisha Pena – Face Paint for Halloween Extravaganza - \$150.00
- World Book – Children’s Materials (EZ Reader Non-Fiction) - \$1,181.00
- Wards Garden Center – NE Winterization - \$85.00

The secretary signed the minutes and the financial statements.

The Meeting adjourned at 6:23 p.m. The next meeting is scheduled for December 17, 2018 at 5:00 p.m.

Respectfully submitted,

Claudia Ward