

MINUTES

Finney County Public Library Board of Trustees Meeting December 17, 2018 5:00 PM

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

Members Absent: Sylvia Lira

Others Present: Pam Tuller-Library Director, Jennifer Giltrop-LS&S, Randy Partington-Finney County Administrator, Dr. William Clifford-County Commissioner, Calli Villanueva-Programming Supervisor, Christine Hands-Recorder

Susan Waller asked if there were any additions or corrections to the Agenda. Dave Jones requested that a Budget Discussion be added to the agenda prior to the reports. Christine Hands noted the Report titles needed to be changed to the months of November. She also added another Out of Contract expense to Brett Crandall for the Special event expense in the amount of \$400.00. She added scheduling the January and February board meetings to new business. **Dave Jones made a motion to amend the agenda. Tom Klassen seconded the motion. The motion carried.**

Budget Discussion: Dave introduced Randy Partington and Dr. William Clifford. He opened with concerns on both sides of the current funding of the library. He gave a history of the library management from its conception. He explained the 1.9 mil limit on funding. Randy Partington stated that there were library specific funds that could be accessed with a request for an amended budget. Pam Tuller asked Randy how to request additional funds. Randy explained that the library should ask for additional funding and the mill levy will be given at the county commission's discretion. Jennifer Giltrop noted that the contract was signed prior to the cap on funds that had been implemented. She said LS&S would work through the contract. Todd Frager, LS&S's Chief Financial Officer, would be visiting on December 18, 2018. She said he would have more information on contractual negotiations.

Minutes: The November Minutes were presented for approval. Susan asked if there was any discussion. Christine Lightner asked that her statement about K-State Extension read as follows: The K-State Research Extension wants to have a stronger community presence, so if the library is in need of anything to let them know.

Claudia Ward made a motion to approve the November minutes with corrections. Christine Lightner seconded the motion. The motion carried. The November minutes were approved for filing.

Financial Reports November: Susan asked if there were any questions or comments about the November financial reports. She asked if the maintenance contract with Wards for Nature Explore was year round. Christine Hands explained that there were no services for the months of November thru March. Claudia said she had checked Walmart's prices on bottled water refills. She said the cost would run \$.39 a gallon. With a \$7.00 initial cost for the bottles. She said she would order and pick up water. She asked that Christine Hands put together a comparison report of the costs for the next meeting. **Claudia Ward made a motion to approve the November financial reports. Tom Klassen seconded the motion. The motion carried. The November financial reports were accepted for filing.**

Statistics Report November: Susan asked if there were any questions or comments regarding the November statistics report. Susan Waller asked if there was a limit to the amount of messages the new library sign could display. Pam explained that there were no limits on the messages. Claudia and Susan asked why the outreach viewing numbers differed from the Patron numbers. Calli Villanueva explained the outreach stats. Claudia Ward asked about Dial-a-Story usage. Pam clarified the usage numbers. It was suggested that the Dial-a-Story be added to the sign messages

Dave Jones made a motion to accept the November statistic report. Claudia Ward seconded the motion. The motion carried. The November statistics report was accepted for filing.

Friends of the Library: Susan Waller stated that the members of the Friends had received an email giving them first choice to the new Adult computer programs that were beginning in the new year. It was noted that there would be a Friends meeting again on January 19, 2019 in the meeting rooms.

Library Report: Pamela Tuller, Library Director

- **LIBRARY PROGRAMS**
 - Adult Programming to be in full swing in January (Computer Classes, Trivia, Adulting 101, Yoga)
 - Discussion included Susan suggesting resources be handed out at the end of each session. Christine suggested contacting the Extension Service. There was a brief Q&A about the spiritual aspect of Yoga. Pam and Calli reviewed the previous Yoga programming that had been offered at the library.
 - Megan Dinkel from Teen Programming is leaving. Alexis Ortega from Outreach will be taking her position. Teen Programming will continue as normal. Outreach will be a joint effort between Alexis and Calli (with Carly helping when needed).
 - Jennifer Giltrop suggested that the first of the year is the time assessing age groups and targeting the wants and needs of the community.
 - Calli noted that a patron, EMT/Firefighter, suggested creating a parent/child book club for 7-10 year olds. He is a local fire fighter and volunteered to help with the club. Christine Lightner asked if we needed to get a background check. It was suggested that Calli get in touch with Alan Shelton at the fire department.
- **LIBRARY TRAINING**
 - Pam, Calli – How to handle angry customers
 - Carly – Repairing Worn Spines of Library Books
 - Calli – Talking Race and Kids, Out of this World Youth Non-Fiction, Surviving as a Supervisor (3-Part)
 - Dalton – Powerful Phrases for Effective Customer Service by Renee Evenson
 - Pam, Carly, Chris, Calli, Becky – Watchfire Sign Software
 - All Staff – Homelessness and Libraries Newsletter (Weekly)
- **LIBRARY PARTNERSHIPS**
 - Head Start Classroom Outreach (possibly monthly)
 - High School Career Fair – Cancelled. They will try to reschedule.
 - Match Day
 - \$2,406.00 in Donations. This was up from last year.
 - \$498.35 in Match. This goes to the library fund at WKCF.
- **MISCELLANEOUS LIBRARY INFORMATION**
 - Hoopla –
 - December to Date – 10 New Users, 142 Total Users, 334 Circs, \$719.21
 - Past 12 Months - \$11,115.29
- **NEXT MONTH**
 - Harry Potter Saturdays – Order of the Phoenix
 - Winter Movie Specials during Christmas Break
 - Normal Programming

Correspondence: Thank you card from Mickey Coalwell was read by Susan.

Board of Trustees Report:

Christine Lightner—Christine said she loved the signage and that it will be more informative. She suggested some signs in other languages. She noted that Dalton is growing and becoming more relaxed.

Susan Waller— Susan commented on the timers on the outside lights being corrected. She also asked to consider moving the new books in the Kansas Room as not to obstruct the view of the artwork. She shared a praise report for Becky when handling patrons and also a praise report for Carly doing the bookbinding.

Dave Jones— Dave reported that the county works would be removing the concrete slab from the old library sign. Dave made a donation to pay for a 2' x 14' cement slab for the new sign. He arranged for Wards to install the slab.

Claudia Ward—Claudia reported on the basement supply usage.

Tom Klassen— None

Sylvia Lira— Absent

Old Business:

- Library Sign Landscaping—Dave Jones donated the slab to take care of this.

New Business:

- Money transfers from Wampler. Pam reviewed the transfers made from the Wampler fund to cover the final payment for LS&S management fees in 2018. Pam said that there would be more deposits this year into the operating account. These funds combined with the left over amount from the Match day funds could be used to pay back a portion of the \$9,000.00 that was moved to operating. **Tom Klassen made a motion to table the Wampler fund payback payment until the next meeting. Susan Waller seconded the motion. The motion carried.**
- Money Transfers for 3G Electric invoice # 1-2357 for \$6,000.00—Christine hands reviewed the unused undetermined funds from OOC. These funds combined with the Match day funds would cover this expense. The board agreed to use the OOC funds.
- Proctor Policy—Pam presented the Proctor Policy to the board for review. She explained the policy and answered questions. **Susan Waller made a motion to accept the policy as written. Claudia Ward seconded the motion. The motion carried.**
- January and February Board meetings—Pam reminded the board that the January and February board meetings would have to be rescheduled due to the Monday holidays. The board agreed to schedule these via email consensus.

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

- Commercial Sign—Final Bill--\$30,201.00
- Jim Brungardt—Santa Stipend--\$100.00
- Brett Crandall—Special Event--\$400.00
- Money Transfers to Operating 12/12/18
 - Wampler- \$20,000.00 and \$9,000.00
 - Merchant-\$6,610.00
- 3G Electric—Electric hookup for the Library Sign--\$6,000.00

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