

## MINUTES

### Finney County Public Library Board of Trustees Meeting March 18, 2019 5:00 PM

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

**Members Absent:** None

**Others Present:** Pam Tuller-Library Director and Jennifer Giltrop-LS&S, Calli Villanueva-Program Director, Chris Hands-Recorder

Sylvia Lira called the meeting to order at 5:03 pm.

Sylvia Lira asked if there were any additions or corrections to the agenda. Chris Hands added two letters from Western Kansas Community Foundation with the funds distributions for the Library Fund and the Wampler fund. She also added two checks drawn on the Out of Contract account. One for Commerce Bank Visa in the amount of \$1.28 and a check to Heather Schlegel in the amount of \$250.00 for a used refrigerator for the break room.

**Claudia Ward made a motion to accept the changes to the agenda. Susan Waller seconded the motion. The motion carried.**

**Minutes:** The January minutes were presented for approval. Sylvia asked if there were any additions or corrections to the minutes. Susan Waller made corrections to the comments under the statistic reports to correct the names of the persons who made the comments regarding the outreach services to the Cottages and the Ranch House senior living homes. **Dave Jones made a motion to approve the January minutes with corrections. Claudia Ward seconded the motion. The motion carried. The January minutes were approved for filing.**

**Financial Reports January and February:** Sylvia asked if there were any questions or comments regarding the January and February financial reports. From the January reports, Claudia asked how the funds from Kansas for the State Aid were distributed and where the funds come from. Jennifer Giltrop explained the funds are distributed based on a formula and they came from the State of Kansas. Dave Jones added further comments about how the funds initially come from the Federal Government.

From the February reports, Claudia asked for clarification on the bill from the City of Garden City for the false alarms. Pam explained they charge \$25.00 per call and bill the library once a year for the total overages in that year. She also noted that there were excessive calls in 2018 due to the contractor traffic during the renovations. Claudia noted the costs for the drinking water delivery services from Scheopner's and requested a possible alternative be considered. Dave Jones asked about the purchase of a book from Michael Frederick. Pam explained the book was purchased as a summer reading prize. She also stated we had purchased several books from the author in the past. Claudia asked for clarification on the charge for the monthly seat license. Pam explained this charge was for the monthly services for the Polaris circulation system used in the library. Claudia asked what the purchase from Infogroup was for. Pam explained this was for the annual Polk City Directory. Claudia asked about the ABDO purchase. Pam explained there were seven sets of books purchased for the children's non-fiction collection. Christine Lightner asked about the purchase from the Junior Library Guild. Pam explained the purchase was for a collection of books that would be delivered throughout the year that meet the Guild's standards for excellence. **Tom Klassen made a motion to approve the January and February financial statements. Susan Waller seconded the motion. The motion carried. The January and February financial statements were approved for filing.**

**Statistics Report January and February:** Sylvia asked if there were any questions or comments regarding the January and February statistics reports. Claudia asked for clarification on the numbers for the outreach books being offered at the nursing homes. Calli Villanueva explained that 50 books were taken to each of the nursing homes for selecting. Claudia asked if they were the same books. Calli said that the selection of books changes for each round of visits. **Susan Waller made a motion to accept the January and**

**February statistic reports. Tom Klassen seconded the motion. The motion carried. The January and February statistics reports were accepted for filing.**

**Friends of the Library:** The January meeting was rescheduled for February 16. Pam reported that the Beef Empire Days Book Sale was scheduled May 29-June 31, the week of the Summer Reading Kick off.

**Board of Trustees Report:**

Christine Lightner—Christine asked if there were plans for Madella's retirement. Pam said she would not be leaving until the end of July and that she would keep the board informed.

Susan Waller— Nothing

Dave Jones—Dave asked Pam if she had the prospective board member biography letter. Pam noted that the issue was on the agenda in New Business. He shared he was impressed with the coverage of the library programs in the press. Calli explained that she sends a copy of our event calendar to the photographer each month and that he was very good about covering the library events.

Claudia Ward—Nothing

Tom Klassen— Nothing

Sylvia Lira—Nothing

**Library Report:** Pamela Tuller, Library Director

February went by really fast with the Lock-In and my vacation. I am happy to say there were no major issues during my vacation and Calli did a fantastic job taking care of things while I was gone.

Currently, I am working on the following projects:

- Budget Request to the County Commissioners (Due April 26, 2019)
- Reviewing our reports to ensure efficiency and usefulness
- Reviewing our policies and other libraries policies for revisions starting in May, 2019

**Staffing Report**

The library was fully staffed in February, 2019. We have 10 full-time staff, 5 part-time staff, and 1 paid volunteer through SER (Senior Employment Rehabilitation). As of March 12, 2019, Karen Baird has resigned; her hours will be given to Eren to make her a full time employee.

**Training Report** – Calli, Chris, Cody and Lexie attended the SWKLS Kan-Do (Tech Day) on February 8<sup>th</sup> 2019. Pam, Calli, Cody, Lexie, Madella and Emily attended the SWKLS Summer Reading Workshop.

**Partnerships Report**

Finney County United Way and Dolly Parton's Imagination Library

Garden City High School Student Council's Shoe Drive

Black Hills Energy will be sponsoring Troy Graham's performances for Summer Reading.

Kansas Health Foundation has asked to partner with us for their Early Literacy Project.

Kansas Health Foundation will possibly sponsor Wee Readers during Summer Reading.

**Programming Report**

Wee Readers had 12 storytimes and 306 people attended. The themes in February included "Let it Snow, Happy Birthday Wee Readers (starting 16<sup>th</sup> year), Love All Around, Friendly Monsters, and Travelin' Trains. The children enjoyed Crowns and Snacks, Valentines Cookies and Decorating Hearts, as well as Train Sets and Engineer Hats. Katie Workman volunteered to run Wee Readers while Madella attended the Summer Reading Workshop in Dodge City. In the past 12 months, Madella has entertained 3,162 children and adults in Wee Readers.

Children's services have seen great turnouts for the new Dream Big Storytime with a local EMT/Firefighter. Brett Crandall preformed his version of The Wizard of OZ on February 15<sup>th</sup>.