

## MINUTES

### Finney County Public Library Board of Trustees Meeting May 20, 2019 5:00 PM

**Members Present:** Dave Jones, Christine Lightner, Robert Scrivner, Tom Klassen, Sylvia Lira

**Members Absent:** Claudia Ward

**Others Present:** Pam Tuller-Library Director, Calli Villanueva-Program Director, Chris Hands-Recorder

Tom Klassen called the meeting to order at 5:03 pm...

Tom asked if there were any additions or corrections to the agenda. Nothing Noted...

**Minutes:** The April minutes were presented for approval. Tom asked if there were any additions or corrections to the minutes. Nothing noted. **Christine Lightner made a motion to accept the April minutes. Robert Scrivner seconded the motion. The motion carried. The April minutes were approved for filing.**

**Financial Reports April:** Tom asked if there were any questions or comments regarding the April financial reports. Nothing Noted. **Dave Jones made a motion to accept the financial reports for the month of April. Robert Scrivner seconded the motion. The motion carried. The April financial reports were approved for filing.**

**Statistics Report April:** Sylvia Lira arrived at 5:15 to continue the meeting. Calli Villanueva presented the board with a programming report as part of the statistics. The board requested that this be included in the packet for future meetings. Sylvia asked if there was any discussion of the April Statistic reports. Nothing noted. **Robert Scrivner made a motion to accept the April statistic report. Dave Jones seconded the motion. The motion carried. The April statistics report was accepted for filing.**

**Friends of the Library:** Pam Tuller read a summary of the Friends of the Library meeting held on May 18. She gave the board a recap of the Bag of Books sale to be held during the first week of Beef Empire Days. She noted that the Friends would be donating books for the local Dolly Partin Imagination Library kickoff event to be held at the library on May 31<sup>st</sup>. She noted that the Friends had made a donation to replace the popcorn machine used for summer reading and movie mania programming. She stated that she had given the report about the upcoming summer reading events and reviewed the calendar with the Friends. She noted that the Friends had made a donation to the summer reading program.

#### **Board of Trustees Report:**

Christine Lightner—Christine asked about the details of Nature Explore renovations. Pam said nothing has been decided. This would be revisited again after summer reading.

Dave Jones—Dave gave the board members an update on the budget requests to the county. He encouraged them to attend the work session scheduled in July.

Robert Scrivner—Robert asked if there was a process for reporting incidents. Pam said the policy is that incident reports be completed by the staff and/or parties involved. These are then turned in to her.

Tom Klassen—nothing noted.

Sylvia Lira—nothing noted.

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

- **Director's Report**

The programming staff and I visited many of the Garden City Schools to share information about our Summer Reading Program. We have had a great response to the theme and activities we have planned.

Currently, I am working on the following projects:

- Reviewing our reports to ensure efficiency and usefulness
- Reviewing our policies and other libraries policies for revisions starting in May
- Summer Reading Plans and Outreach Opportunities

**Staffing Report**

The library is fully staffed. We have 11 full-time staff, 3 part-time staff, and 2 paid volunteer through SER (Senior Employment Rehabilitation).

**Partnerships Report**

Finney County United Way and Dolly Parton's Imagination Library kick off on May 31<sup>st</sup>

School Visits, Outreach and Tours – Jennie Wilson, Florence Wilson, Alta Brown, Bernadine Sitts, Buffalo Jones, Victor Ornelas, and Charles O. Stones.

**Programming Report**

Wee Readers held 12 storytimes and hosted 465 people (10 new children) throughout the month of April. Themes included Dinosaurs, Zoo Animals (doves, snake, lizard, armadillo, and chinchilla visited from LRZ), Bugs (children explored dirt to find worms), and construction.

On April 24th the Kansas Health Foundation, the Kansas Reading Roadmap, and Russell Childhood Development visited our storytime for Rural Early Literacy Day in Garden City. We had approximately 25 representatives from organizations promoting early literacy. They were encouraged by what our community has already accomplished. They also had questions on how they could further support early literacy in our community. They talked with Pam, Calli, and several parents about community needs.

Programming Update May has been a very busy month so far for programming staff. So far we have visited with over 800 students with outreach, school tours and literacy nights. We have more to come this week as well.

We attended our first- First Friday Food Trucks and met with over 400 people to share library news and summer activities. Normal programming is taking a break the last couple of weeks in May, so we have time to prepare, organize and breathe a little before the very hectic and fun weeks of summer reading begin.

Lexie is back from maternity leave and it is so wonderful having her back. This will be Lexie's, Cody's and Emily's first summer reading so we need some time to train them on the ins and outs of summer reading before we dive in.

We will talk to the teen volunteers this week to get them ready for the summer program as well.

**Miscellaneous Information**

Planning for Summer Reading is well on its way and the SRP Calendar is available. This year's theme is Space (A Universe of Stories) to celebrate the 50<sup>th</sup> Anniversary of the First Man on the Moon. Everything

gets started with the Beef Empire Days Summer Reading Kick Off event featuring a Magic Show by “The Party People”.

### **Coming up Next Month (June)**

Summer Reading, Summer Reading, Summer Reading!!!

### **Correspondence:**

Christine Hands presented the WKCF distribution notice for the Patsy Ruddick Memorial Fund letter with a grant allocation check and a grant allocation check from the Helen Oswalt Fund.

### **Old Business:**

- No old Business.

### **New Business:**

- Annual election of Board Officers—The library board members had a brief discussion about their availability to serve as board officers. **Dave Jones made a motion to elect Christine Lightner as Board Chairperson, Sylvia Lira as Board co-chairperson, Claudia Ward as Board Secretary and Tom Klassen as Board Treasurer. Robert Scrivner seconded the motion. The motion carried.**

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

- 3G Electric--\$575.74—Beam Projector Electric/NE code upgrade GFI's-CI
- Pamela Tuller--\$165.00—Purchase of furniture for the library—Board Checking
- Commerce Bank Visa--\$326.33—Summer Reading Supplies—OOC
- Cosmosphere--\$100.00 deposit—SRP Event—OOC
- Randy Sauer--\$250.00—SRP Event—OOC
- Troy Graham--\$500.00---SRP Event—OOC
- Brett Crandall--\$250.00 & \$150.00---Special Event—OOC
- LS&S—\$164.50—SRP supplies--OOC

The Meeting adjourned at 5:45 p.m. for the annual Library Tour. The next meeting will be scheduled July 15, 2019.

Respectfully submitted,

Claudia Ward