

MINUTES

Finney County Public Library Board of Trustees Meeting July 15, 2019 5:00 PM

Members Present: Dave Jones, Christine Lightner, Robert Scrivner, Tom Klassen, Claudia Ward

Members Absent: Sylvia Lira

Others Present: Pam Tuller-Library Director, Calli Villanueva-Program Director, Chris Hands-Recorder, Jennifer Gilthrop—LS&S via Zoom Meeting, Troy Unruh-City Commissioner.

Christine Lightner called the meeting to order at 5:01 pm.

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

Minutes: The May minutes were presented for approval. Christine asked if there were any additions or corrections to the minutes. Nothing noted. **Dave Jones made a motion to accept the May minutes. Tom Klassen seconded the motion. The motion carried. The May minutes were approved for filing.**

Financial Reports May: Christine asked if there were any questions or comments regarding the May financial reports. Christine asked for clarification on the bill from the Finney County Clerk. Pam stated that this was for the monthly contract services from the County such as maintenance, cleaning and yard work. **Claudia Ward made a motion to accept the financial reports for the month of May. Christine Lightner seconded the motion. The motion carried. The May financial reports were approved for filing.**

Financial Reports June: Christine asked if there were any questions or comments regarding the June financial reports. Claudia asked for clarification on the bill from Port53 Technologies, Inc. Christine Hands said that there was an email alerting us that this would be billed and thought it might be for software as it came from the email came from the IT department. Jennifer said she would investigate this charge. Christine Lightner asked for clarification of the bill from Comprise Technologies. Pam explained that this was for the new print release software. **Dave Jones made a motion to accept the financial reports for the month of June. Tom Klassen seconded the motion. The motion carried. The June financial reports were approved for filing.**

Statistics Report May: Christine asked if there was any discussion of the May Statistic reports. Nothing noted. **Tom Klassen made a motion to accept the May statistic report. Dave Jones seconded the motion. The motion carried. The May statistics report was accepted for filing.**

Statistics Report June: Christine asked if there was any discussion of the June Statistic reports. Claudia Ward asked why the Nature Explore count was lower for the month of June compared to last year. Christine Hands explained that there was not a summer reading opening event in Nature Explore this year. Claudia Ward asked about the lower door count numbers for Dorothy's Room. Christine Hands explained that the door counters had been re-calibrated and that the numbers reflected that change

Friends of the Library: Pam Tuller reported that the Bag of Books sale was held during the first week of Beef Empire Days. She noted that the Library was planning a children's book sale on August 16 & 17. She said that the quarterly meeting scheduled for August 17th was cancelled.

Board of Trustees Report:

Dave Jones—Dave introduced Troy Unruh. Troy spoke to the board and said he was impressed with all the services and activities the library offered to the community. Dave gave the board an update on the county budget workshop. The library will be receiving the full request for 2020.

Claudia Ward—Claudia requested the board do something for Madella's retirement. She suggested a thank you note and a plaque. The board agreed to Claudia getting her a plaque.

Christine Lightner—Christine said she was impressed with the teen volunteers during summer reading. She expressed an idea to share the reading experience with the ABC Pregnancy Bridges program. She suggested we look into the room darkening shades for the skylights around the Beam projector area.

Tom Klassen—nothing noted.

Library Report: Pamela Tuller, Library Director

Director's Report

Summer Reading is well on its way (ends July, 17th with Water Day).

Calli Villanueva and I attended the American Library Association Conference in Washington D.C. We attended many classes, talks, and vendor booths. Some of topics we learned about include, diversity, open staffing, customer service, and leadership. We are both excited to incorporate some of these ideas into our library.

Currently, I am working on the following projects:

- Creating an End of Summer Reading/Programming Survey
- Reviewing our reports to ensure efficiency and usefulness
- Reviewing our policies and other libraries policies for revisions

Staffing Report

Currently, we have 10 full-time staff, 2 part-time staff, and 2 paid volunteer through SER (Senior Employment Rehabilitation).

Madella Williams (0-3 Specialist) is retiring 7-31-19. We will be throwing her a retirement reception on Wednesday, July 31st, from 2-4. The Board of Directors is invited to stop by.

Krishna Baker has been hired to fill the full time position. She starts Tuesday, July 16th.

We are starting interviews for a part-time employee this week and will start interviewing for Madella's hours next week.

Partnerships Report

Summer Reading Sponsors – Listed on sign and on our bulletin board in the foyer.

Programming Report

SUMMER READING, SUMMER READING, SUMMER READING!!!

-Calli Villanueva, Program Director, will share our Summer Reading Report with you.

Miscellaneous Information

Planning for Summer Reading is well on its way and the SRP Calendar are available. This year's theme is Space (A Universe of Stories) to celebrate the 50th 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 (July)

End of Summer Reading and a break for programming.

Summer Lunch will continue, Monday – Saturday, throughout July.

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 Oswald Fund.

Old Business:

- No Old Business.

New Business:

- Bank Transfer—Christine Hands requested a bank transfer for the Friends of the Library 2nd quarter book store receipts. The board approved the transfer and signed the request form.
- Nature Explore Repairs—Claudia Ward explained the fallen tree damage. She said that the company that cleaned up the fallen tree branch would trim the tree and charge for the branch removal a fee of \$500.00 total. **Dave Jones made a motion to get the tree trimmed. Tom Klassen seconded the motion. The motion carried.**
- Meeting Rooms carpet cleaning—Christine Hands said it was time to clean the carpets in the meeting rooms now that summer reading was over. The board said to go ahead with the cleaning.
- Library Sign—Claudia pointed out that the new library sign had been damaged. The damage was inspected and Dave Jones then called the sign company. The sign company requested pictures of the damage and said they would get back with us with an estimate of the cost of repairs.

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

- Keller Leopold—\$420.00—Touch A Truck Liability Insurance--OOC
- Commerce Bank Visa June--\$1,790.69—Summer Reading Supplies—OOC
- Cosmosphere--\$549.16—SRP Event—OOC
- LS&S June--\$74.92—SR Expenses—OOC
- Wards Garden Center--\$19.94—NE Spring Planting
- FOL--\$537.10—2nd quarter bookstore receipts
- Commerce Bank Visa July—\$447.83—OOC
- LS&S July--\$49.34—SR Expenses--OOC

The Meeting adjourned at 6:06 p.m. for the annual Library Tour. The next meeting will be scheduled August 19, 2019.

Respectfully submitted,

Claudia Ward