

MINUTES

Finney County Public Library Board of Trustees Meeting August 19, 2019 5:00 PM

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

Members Absent: None

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

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

Introductions: Pam Tuller introduced the TALC members. Rosie, former TALC President, gave the board members a brief overview of the TALC volunteer participation and activities during summer reading. She introduced two of Committee Officers. Matt is the newly elected Committee President. He presented a brief bio and shared his ideas with the board. Jade, the Committee Secretary, shared her background and ideas with the board. The three members unveiled the new TALC Banner. Christine Lightner commended them for their good work during summer reading.

Pam Tuller introduced three new library employees. Lydia Smith, Krisha Baker, and Autumn Smith each introduced themselves and gave a brief biography to the board members.

Christine Lightner asked if there were any additions or corrections to the agenda. Christine Hands updated the ILL numbers on the statistic report.

Minutes: The July minutes were presented for approval. Christine asked if there were any additions or corrections to the minutes. Jennifer Gilthrop noted that she attended the July meeting via remote video. **Dave Jones made a motion to accept the July minutes with corrections. Claudia Ward seconded the motion. The motion carried. The July minutes were approved for filing.**

Financial Reports July: Christine asked if there were any questions or comments regarding the July financial reports. Claudia Ward asked for clarification on the grant deposit into the operating account. Christine Hands explained that the funds were from the Kansas Notable Books Grant and are automatically deposited into the operating account. Claudia asked for clarification of 8 items on the LS&S ODC report. Christine Hands clarified the invoice to Key Office Products for the monthly maintenance usage for the backroom copier. She also clarified the invoice for the Amazon Prime membership renewal. Pam clarified the invoice from SWKLS for the upcoming sensory workshop for Calli and Emily as well as the invoice from USD#457 for the summer lunch meals provided for the adults at the Touch-A-Truck event. Jennifer explained the charge for the domain name renewal that is used for our website. She also explained the charges for the Monthly Seat License and the Content Café. **Tom Klassen made a motion to accept the financial reports for the month of July. Robert Scrivner seconded the motion. The motion carried. The July financial reports were approved for filing.**

Statistics Report July: Christine asked if there was any discussion of the July Statistic reports. Claudia asked about the meeting room uses for the month. Christine Hands explained that the count consisted of all events held in the rooms along with any public use. Claudia asked why the Nature Explore door count was significantly lower compared to last year. Christine Hands explained that the door counter had stopped working but would be replaced. **Claudia Ward made a motion to accept the July statistic report. Sylvia Lira seconded the motion. The motion carried. The July statistics report was accepted for filing.**

Friends of the Library: Pam Tuller reported that the children's book sale was held on August 16 & 17.

Board of Trustees Report:

Dave Jones—Dave gave the board an update from the county commission meeting. He said the 2020 budget request for the library was approved.

Sylvia Lira—Sylvia asked for pictures from Summer Reading and Touch A Truck.

Claudia Ward—Claudia voiced her concerns about the summer lunch program causing wear and tear on furniture and carpets and the cleaning costs. The board suggested developing a partnership with USD#457 and requested that this be added to the agenda in several months with possible USD #457 involvement.

Christine Lightner—Christine suggested that the library promote their branding and visibility at events. She also made some suggestions to Calli for some Adult programming. She noted that Madella's going away party was fantastic.

Robert Scrivner—nothing noted.

Tom Klassen—nothing noted.

Library Report: Calli Villanueva, Programming Director

Calli shared the new programming calendar and the final summer reading programming stats with the board. She briefly went over the details for the new programming lineup.

Correspondence:

Christine Hands presented the WKCF quarterly reports for the Library Fund and The Wampler Fund.

The updated bank signature cards were signed by the board members.

Old Business:

- Library Sign Repairs—Pam presented the proposal for repairing the damaged panel on the library sign. She noted that it was unclear if one or two panels would need to be replaced. Each panel would cost \$875.00.
- Skylight Covers—Pam presented a bid from J&M Paint for \$2,300.00 to install automated shade covers to the two skylights above the Beam Projector. The board had a brief discussion and determined that it needed to be determined if the covers would adequately enhance the effectiveness of the projector. The board agreed to wait until this could be done.

New Business:

- Bank Transfer—Christine Hands requested a bank transfer for \$400.00 from the OOC account to the Operating account for the Brett Crandall event and a bank transfer for \$221.48 from the Operating account to the OOC account for the Kansas Notable Books expenses. **Sylvia Lyra made a motion to approve the bank transfers. Dave Jones seconded the motion. The motion carried.**
- Strategic Planning—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.**
- Strategic Planning/Public Surveys-- Jennifer Gilthrop stated that LS&S had the ability to set up a new strategic plan that included public surveys. She explained the process and said she would present a proposal at the next board meeting.

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

- Commerce Bank Visa July--\$461.50—Madella-s Retirement—Board Checking Account/Volunteer Appreciation—OOC Account (two checks)
- LS&S July--\$104.90—Madella's Retirement Plaque—Board Checking Account
- Michael Meng--\$500.00—NE Tree trimming—Nature Explore Account

The Meeting adjourned at 6:53 p.m. The next meeting will be scheduled September 16, 2019.

Respectfully submitted,

Claudia Ward