

MINUTES

Finney County Public Library Board of Trustees Meeting September 16, 2019 5:00 PM

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

Members Absent: Sylvia Lira, Tom Klassen

Others Present: Pam Tuller-Library Director, Calli Villanueva-Program Director, Chris Hands-Recorder, Jennifer Gilthrop and Sara Roberts-LS&S via Zoom Meeting.

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

Christine Lightner asked if there were any additions or corrections to the agenda. Nothing noted. Christine declared the agenda accepted.

Minutes: The August minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. Claudia Ward noted that the check written to Commerce Bank Visa from the Board Checking account for Madella's going away party should have been written from the Out of Contract account. Chris Hands said there would need to be a funds transfer. She said she would facilitate the transfer. **Dave Jones made a motion to accept the August minutes. Robert Scrivner seconded the motion. The motion carried. The August minutes were approved for filing.**

Financial Reports August: Christine Lightner asked if there were any questions or comments regarding the August financial reports. Dave Jones asked what the interest rate of earnings was on the Certificate of deposit. He asked if it was at 1%. Chris Hands stated that it was under that amount but that she would clarify the rate. Dave also asked for clarification on the Sensusource bill. Chris Hands said it was an annual expense for the door counter software maintenance and support. Claudia Ward asked for clarification on the TSYS fees in the Merchant account. Pam explained the fees were for the Print/Copy release credit card machine. Pam noted that these fees were being monitored as the machine was new this year. Claudia Ward asked for clarification TSYS credit Card Copy Setup charge. Chris Hands explained that this was a test charge that was made when the copy option was set up on the public printer. Claudia asked if there was a summer reading budget. Pam explained that because of the high demand for entertainers and performers for the summer reading special events, they had to be scheduled and booked months before the fund raising letters were mailed in order to insure confirmation. She said that there were consistent re-occurring donors for the summer reading program and these funds were allocated for the special events. The other expenditures are made based on the remaining donation funds received. Christine Lightner suggested there be a budget plan in place for summer reading. **Claudia Ward made a motion to accept the financial reports for the month of August. Robert Scrivner seconded the motion. The motion carried. The August financial reports were approved for filing.**

Statistics Report August: Christine Lightner asked if there was any discussion of the August Statistic reports. Claudia Ward asked about the Inter Library Loan numbers. Jennifer Gilthrop and Pam Tuller explained the ILL process and clarified the numbers. Christine Lightner asked about the status of the dial a story. The board agreed to remove the stat from the report if the service was no longer available. Dave Jones asked why the Dorothy's room door count was lower. Chris Hands explained that Sensusource had re-calibrated all the door counters and that the counter had been mounted incorrectly after the renovation. She noted that and the numbers would be more accurate in the future. **Dave Jones made a motion to accept the August statistic report. Claudia Ward seconded the motion. The motion carried. The August 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. The proceeds were just under \$300.00.

Board of Trustees Report:

Dave Jones—nothing noted.

Robert Scrivner—nothing noted.

Claudia Ward—Claudia shared that there was a Fly Away library in place at the Garden City Airport. Claudia noted that there were several areas of the library that needed some maintenance and repairs. Pam said she would make a list and put in work orders.

Christine Lightner—Christine noted that the library building bridges with language, cultural and ethnic diversity was worth doing. She praised the library for the seasonal decorations that were being used. She noted that they were family friendly and asked that it continue.

Library Report: Pam Tuller, Library Director

Pam reported that there were two memorial requests to the library. The first, was to install a butterfly bench with an inscription in the Nature Explore area. It was requested that the bench be cemented in the ground. The second, was to plant a maple tree as requested by the horticulture club. The board recommended that Pam talk to grounds maintenance and acquire the correct species for this climate.

Pam told the board that the skylights had been covered to mimic having skylight covers. It was recommended that she talk to Overhead Door, get two more bids and explore other options.

Pam reported that the new programming lineup was going well.

Correspondence: Nothing

Old Business:

- Strategic Planning—Jennifer Gilthorp introduces Sara Roberts from LS&s to present the Project Description to Provide the Library Strategic Plan. Sara and Jennifer went over the plan outline and informed the board of the processes that would be used to develop the plan. They gave instructions, answered questions and accepted recommendations from the board. The board will meet with Sara on October 10th at 1:00pm.
- Nature Explore Repairs—Chris Hands informed the board that the tree trimming had been completed. Pam said that the irrigation leaks had been repaired and that she would talk to Ward's regarding moving forward with repairing the flagstone and monitoring the irrigation for further problems.
- Library Sign Repairs—Pam reported that the damage to the library sign had been repaired.

New Business:

- CIPA (Child Internet Protection Act) Policy Review—Pam will email a copy of the policy to the board for their review. Board member review will be acknowledged at the October board meeting.

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

- Commercial Sign--\$875.00—Repairs—Capital Improvement Account
- Steam Action Restoration—\$1,030.00—Capital Improvement Account
- Michael Meng--\$200.00—NE Tree trimming—Nature Explore account

The Meeting adjourned at 6:43 p.m. The next meeting is scheduled October 21, 2019.

Respectfully submitted,

Claudia Ward