

MINUTES

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

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

Members Absent: None

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

Christine Lightner called the meeting to order at 5:03 pm. Christine Lightner asked if there were any additions or corrections to the agenda. Pam Tuller added a funds transfer from the Out of Contract account to Operating and re-scheduling the February board meeting to New Business. **Tom Klassen made a motion to accept the amended agenda. Dave Jones Seconded the motion. The motion carried.**

Minutes: The November minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. Claudia Ward noted that the first paragraph of the director's report needed to be corrected. The last sentence should read as follows: "The group is leaning towards helping parents realize the importance of talking to their children during pregnancy." Tom Klassen needed to be added to the Board of Trustees Report. The request to recess into executive session needed to be corrected to include Christine's name as being invited to be present. **Dave Jones made a motion to accept the November minutes with corrections. Tom Klassen seconded the motion. The motion carried. The November minutes were approved for filing.**

Financial Reports November: Christine Lightner asked if there were any questions or comments regarding the November financial reports. Claudia Ward requested a comparison of the current and past utility bills to examine the cost savings from the library renovations. **Claudia Ward made a motion to accept the financial reports for the month of November. Robert Scrivner seconded the motion. The motion carried. The November financial reports were approved for filing.**

Statistics Report November: Christine Lightner asked if there was any discussion of the November Statistic reports. Claudia asked if there was an update on the outreach numbers from the Juvenile Detention Center. Pam explained that the specifics of the usage could not be shared because of privacy concerns. Calli said she would see if there could be other options to record viewing. Calli said that the retirement centers had requested they be contacted again after the first of the year. Pam shared the issues with servicing Garden Valley at this time. Claudia suggested that the library explore options for reaching the homebound through the Meals on Wheels program. Pam said she would follow up. **Claudia Ward made a motion to accept the November statistic report. Robert Scrivner seconded the motion. The motion carried. The November statistics report was accepted for filing.**

Friends of the Library: Nothing

Board of Trustees Report:

Tom Klassen—Nothing Noted

Dave Jones—Dave gave the board an update on the county commission meeting.

Robert Scrivner— Nothing Noted

Claudia Ward— Nothing Noted

Christine Lightner—Christine mentioned that she visited with the ABC Pregnancy staff and was excited that the library was partnering with them to be a part of their "Baby Bucks" program to earn baby bucks when attending library events.

Library Report: Pam Tuller, Library Director

Western Kansas Community Foundation's Match Day was a huge success for us this year. We were able to decrease our fines and fees due by \$2,300. Our total donations for Match Day were just over \$4,000 and we will find out what our Match will be for the Library's Endowment Fund in January.

The skylight covers have been installed and the County will be covering the costs.

The annual County Audit at the Library will start this week and wrap up in 2020.

Current Projects in the works:

- Weeding Adult Non-Fiction
- Grant for Graphic Novels and Comic Con
- Strategic Plan (Sara)
- Bathroom Remodel

Staffing Report

We have 10 full-time staff, 3 part-time staff, and 2 paid volunteer through SER (Senior Employment Rehabilitation) and 1 paid volunteer through Kansas Workforce One. We have hired a full time circulation assistant that will start on January 2nd 2020.

Partnerships Report

- Garfield Early Learning Center and Head Start Outreach Storytimes
- Holcomb School to start Outreach Storytimes once a month in January
- Kansas Health Foundation, USD 457, Russell Child Development Center, GC Catholic Schools for the Early Literacy Grant
- Garden City's Complete Count Committee for the Census

Programming Report (Calli Villanueva)

- Mommy Meltdown is having a great response
- Essential Oils Safety and Winter Wellness was popular
- Eren has started as the Adult Programming person and has a lot of great ideas that she is starting to implement.

Coming Up (December)

- Dec 3 – Match Day
- Dec 7-8 – TALC Gift Wrapping Fundraiser
- Dec 13 – Nightmare Before Christmas Event (Friday the 13th)
- Dec 14 – “A Christmas Story” Movie Special with Activities
- Dec 19 – A Christmas Carol (Brett Crandall – Live Performance)
- Dec 20 – Santa Storytime
- Dec 21-22 – TALC Gift Wrapping Fundraiser
- Dec 26-27 – Holiday Movie
- Dec 28 – Decades 1950's “Back to the Future”

Correspondence: Nothing

Old Business:

- Strategic Planning—Jennifer Gilthorpe from LS&S updated the board on the strategic plan progress. She stated that a draft will be presented to the board prior to the January meeting for

their review. She said Sara would be present at the January meeting for discussion. She noted that if anyone had anything to add to contact Sara.

- Match Day—Pam reported that the Match Day proceeds were \$4,454.49 and the WKCF matching funds totaled \$975.03.
- Board Member Vacancy—Pam said she had contacted two people that were interested and that she had invited them to attend the board meeting. They were unable to attend. She noted that one of them would submit a short bio for the board to review and consider. She said she would get the bio submitted for the January 6th County Commission meeting.

New Business:

- December LS&S Payment—Pam requested that 3 transfers be made to move money to the Operating account to complete the wire transfer to pay the December contract payment to LS&S.
 - **Tom Klassen made a motion to transfer \$20,000.00 from the Wampler account to the Operating account to be used for the Children’s Materials acquisitions. Dave Jones seconded the motion. The motion carried.**
 - **Dave Jones made a motion to transfer the balance in the Merchant Account to the Operating Account. Robert Scrivner seconded the motion. The motion carried.**
 - **Dave Jones made a motion to transfer the funds needed to complete the December wire transfer to pay the LS&S management fees not to exceed \$4,000.00 from the Out of Contract account to the Operating account. Tom Klassen seconded the motion. The motion carried.**
- January Board meeting re-schedule—**Claudia Ward made a motion to re-schedule the January board meeting to January 21st. Robert Scrivner seconded the motion. The motion carried.**
- February board meeting re-schedule-- **Claudia Ward made a motion to re-schedule the February board meeting to February 18th. Robert Scrivner seconded the motion. The motion carried.**

Jennifer Gilthorp presented the board with a copy of the Partnership Benefits from LS&S. She highlighted the benefits and answered questions from the board.

Christine entertained a motion to adjourn the meeting. **Claudia Ward made a motion to adjourn the meeting. Robert Scrivner seconded the motion. The motion carried.** The meeting adjourned at 6:05 pm. The next meeting is scheduled for January 21, 2020

Respectfully submitted,

Claudia Ward