

## MINUTES

### Finney County Public Library Board of Trustees Meeting January 21, 2020 5:00 PM

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

**Members Absent:** Robert Scrivner

**Others Present:** Pam Tuller-Library Director, Calli Villanueva-Program Director, Chris Hands-Recorder, Sara Roberts-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. Nothing Noted.

**Minutes:** The December minutes were presented for approval. Christine Lightner asked if there were any additions or corrections to the minutes. Nothing Noted. **Tom Klassen made a motion to accept the December minutes. Claudia Ward seconded the motion. The motion carried. The December minutes were approved for filing.**

**Financial Reports December:** Christine Lightner asked if there were any questions or comments regarding the December financial reports. Claudia Ward asked for clarification of the multiple bills from the Garden City Telegram. Pam explained that the bill was for the monthly ads highlighting programming. Chris Hands explained that the duplicate bill was for one that was omitted earlier in the year. Chris explained that the other bill was for the yearly subscription for the library. **Claudia Ward made a motion to accept the financial reports for the month of December. Dave Jones seconded the motion. The motion carried. The December financial reports were approved for filing.**

**Statistics Report December:** Christine Lightner asked if there was any discussion of the December Statistic reports. Claudia asked if there was an update on the outreach numbers from the Juvenile Detention Center. Calli Villanueva reported that she had been in contact with them and they would meet with staff to get percentage numbers of circulations, Pam noted that there was some discussion with Garden Valley of a possible book club. She also noted that The Ranches and Cottages were still in discussion about using the outreach services. **Claudia Ward made a motion to accept the December statistic report. Tom Klassen seconded the motion. The motion carried. The December statistics report was accepted for filing.**

**Friends of the Library:** Pam attended the January meeting of the Friends of the Library. She reported that there would not be a book sale in February. She said that the friends were forming a committee to discuss memberships, by-laws and current issues.

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

Tom Klassen—Nothing Noted

Dave Jones—Dave stated that he had been re-appointed as the Ex Officio library board member for another year. He gave the board an update on the county commission meeting.

Robert Scrivner— Nothing Noted

Claudia Ward— Nothing Noted

Christine Lightner—Christine noted that she had been spending extra time in the library and said that it had a great atmosphere and was warm and welcoming.

**Library Report:** Pam Tuller, Library Director

### **Director's Report**

FCPL will be receiving one of the Library Census Equity Mini-Grants (\$2,000) from the American Library Association. Originally there were only 25 grants available. Over 500 applications were received so they doubled the number of grants available. We will use these grant funds to purchase tablets, hire translators, print materials in multiple languages, print the Census activity book and focus storytimes around it, and have a Census Day Celebration on April 1st.

#### **Current Projects in the works:**

- Weeding Adult Non-Fiction
- Strategic Plan (Sara)
- Bathroom Remodel—The County did not receive any bids

#### **Staffing Report**

We are fully staffed, and have 2 paid volunteer through SER (Senior Employment Rehabilitation) and 1 paid volunteer through Kansas Workforce One.

#### **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)**

- Boards and Bricks has moved to Saturdays and a new program Coffee, Kool-Aid and Coloring has started on Sundays.
- New Programs – Wreck This Stuff, Tech Help, Spanish Computer Classes, Anime Afternoons, Introduction to..., and Tween Time
- Summer Reading Plans are in the works

#### **Miscellaneous**

- Utility Comparisons are available in Chris' office

#### **Coming Up (January)**

- Jan 4 – Harry Potter
- Jan 11 & 25 – Anime Afternoons
- Jan 18 – FOL Meeting
- Jan 20 – Library Closed for MLK Jr. Day

#### **Coming Up (February)**

- Feb 17 – Library Closed for President's Day
- Feb 25 – Introduction to THE CENSUS

**Correspondence:** Nothing

### **Old Business:**

- Strategic Planning—Sara Roberts presented the Strategic Plan to the board. She reviewed the plan and answered questions. Sara and the board suggested making several corrections to the Plan. **Claudia Ward made a motion to approve the Strategic Plan with the corrections. Tom Klassen seconded the motion. The motion carried.**
- Board Member Vacancy—Tom Klassen made a recommendation to consider Marsha Wright as a candidate to fill the vacant library board position. She was contacted by phone and she said she was interested and that she would submit a short bio to be presented to the county commission for consideration.

### **New Business:**

- Transfer--Christine Hands requested a bank transfer in the amount of \$686.46 from the Operating account to the Out of Contract account for the 4<sup>th</sup> quarter bookstore receipts. **Claudia Ward made a motion to approve the transfer from Operating to Out of Contract in the amount of \$686.46. Dave Jones seconded the motion. The motion carried.**
- Nature Explore Contracts—The board reviewed the contracts for routing pest control and fertilizer from Ward's Garden Center for 2020. **Tom Klassen made a motion to accept the contracts and pay for the maintenance for 2020. Dave Jones seconded the motion. The motion carried.**
- Match Day Refund—Pam Tuller requested that the overpayment from the Western Kansas Community Foundation for the match portion of the Match Day Funds in the amount of \$200.00 be sent back to WKCF to be applied to the Library Fund. **Claudia Ward made a motion to write a check for \$200.00 to be applied to the Library endowment fund at WKCF. Christine Lightner seconded the motion. The motion carried.**
- May Board Meeting—Pam informed the board that she would not be at the May board meeting

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

### **Out of Contract Expenses**

The following checks were signed by the board:

Friends of the Library--\$686.46—4<sup>th</sup> quarter bookstore receipts-Out of Contract account  
Wards Garden Center--\$393.22—Nature Explore maintenance 2020—Nature Explore account  
WKCF--\$200.00—Overpayment return—Out of Contract account

The meeting was adjourned at 7:45 pm. The next meeting will be on Tuesday, February 18, 2020 at 5:00 pm.

Respectfully submitted,

Claudia Ward