

## MINUTES

### Finney County Public Library Board of Trustees Meeting November 19, 2020 5:00 PM

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

**Members Absent:** None

**Others Present:** Pam Tuller-Library Director, Calli Villanueva—FCPL Programming Director, Chris Hands-Recorder. Jennifer Giltrop-LS&S via Zoom, Lydia Smith—Friends of the Library President.

Christine Lightner called the meeting to order at 5:00 pm. Christine asked if there were any additions or corrections to the agenda. Public Comments was removed from the agenda. Christine Hands presented an Out of Contract check to be paid to LS&S for \$27.80. Claudia Ward asked that the extended Christmas holiday time off for the staff be added to the agenda. **Dave Jones made a motion to accept the agenda with additions. Tom Klassen seconded the motion. The motion carried.**

**Minutes:** The October 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 October minutes. Claudia Ward seconded the motion. The motion carried. The October minutes were approved for filing.**

**Financial Reports October** Christine Lightner asked if there were any questions or comments regarding the October financial reports. Nothing Noted. **Dave Jones made a motion to accept the financial reports for October Claudia Ward seconded the motion. The motion carried. The October financial reports were approved for filing.**

**Statistics Reports October:** Christine Lightner asked if there was any discussion of the October Statistic reports. Pam reviewed the new process for producing the statistic report and explained the new report to the board members that were absent last month. **Christine Lightner made a motion to accept the October statistic reports. Marsha Wright seconded the motion. The motion carried. The October statistics reports were accepted for filing.**

**Friends of the Library:** Lydia Smith introduced herself as the new Friends of the Library President. She stated that the annual meeting was held on November 14th. The newly elected board members included herself, Roger Smith as the secretary, Don Jernberg as the Vice President, and Ken Harsha continuing as the Treasurer. She noted that Claudia Ward was now in charge of the membership committee. She stated that the Friends would be donating \$500.00 to the Library on Match Day. She noted that the bookstore had been moved to a new location in the Library.

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

Dave Jones— Dave gave the board an update on the City Commission and the County Commission meetings.

Marsha Wright—Marsha thanked the Library staff and Pam for their hard work.

Claudia Ward-- Nothing Noted

Robert Scrivner— Nothing Noted

Tom Klassen-- Nothing Noted

Christine Lightner—Christine thanked the library staff for their proactivity in meeting the needs of the public.

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

The Library has moved to Phase 2.5 which includes Curbside Service and 2 computer-only appointments per hour. We are open 10-4 Monday – Saturday. We will need to set an indicator for when we are comfortable to move back into Phase 3.

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

SPARKS Grant – Meeting Room Floors, Chairs, Computer Desks, WIFI Access Points (not approved yet).

- SPARKS Grant County – Touchless bathrooms and entry (hopefully)
- Sidewalk Obstacle Course – Started painting in October with great progress.
- Grab-And-Go Craft Bags – We handed out 1,199 Grab and Go Craft Bags in October 2020.
  - Increasing our Grab-And-Go Craft Bags to all After-School Programs in October/November.
  - Bags are given to Head Start and Garfield Early Learning Center

### **Partnerships Report**

- Garden City Arts – Sidewalk Obstacle Course
- Garden City Arts – Local artist work displayed above Adult Computers. All display materials have been purchased and will be installed in October or November. Art will be displayed starting in January. The art will be changed every month by Garden City Arts.
- USD 457 After School Programs and Garfield Early Childhood Center – Grab and Go Craft Bags and monthly Zoom storytimes
- Head Start – Grab and Go Craft Bags and weekly Zoom storytimes

### **Programming Report (Calli Villanueva)**

- All Library Programming will continue to be virtual until further notice.
- Facebook Stats:
  - \*\*\* Stats recorded on the Statistic's page of your Board Packet only include Live videos and Live views.
  - In the last 28 days we have reached 9,418 people
  - 1,828 people engaged with our posts.
  - Videos have been viewed for 574 minutes (there have been more than 1,400 3 second views).
  - 7 new people have Liked and Followed our Facebook Page
- Grab-And-Go Craft Bags continue to be very popular
  - Head Start has a Zoom storytime once a week.
  - Afterschool programs will start Zoom storytimes once a month in November.
- Staff are planning programming with Kansas Humanities in November or December
- Staff are starting to plan for an unconventional Santa Storytime

**Correspondence:** Christine Hands presented the Western Kansas Community Foundation's 3<sup>rd</sup> quarter endowment fund reports for the board to review.

### **Old Business:**

- Covid-19 Update—Pam updated the board members on the covid-19 procedures at the Library. She asked that the board allow the Library to stay at phase 2.5 until the next board meeting. The board agreed to allow the Library to stay at phase 2.5 until the next board meeting.

- Sparks Grant—Pam updated the board on the status of the projects.
- Nature Explore Shade Project—Pam noted that the invoices had been received for this project and that the company would schedule the beginning of the project as soon as they receive payment.
- Wampler CD—The board members signed the paperwork from the bank to create the Wampler 11 month CD.
- Strategic Plan-- Pam gave the board an update on the status of the Strategic Plan.
- Circulation Policy—The board reviewed and discussed the proposed circulation policy. Pam will send the corrections to the board by December 1st for approval at the next meeting.

### **New Business:**

- 2021 Holiday Calendar—Staff a paid day off on Saturday, December 26, 2020. The board did not make a decision. This agenda item was overlooked. It will be added to Old Business at the next meeting.
- Match Day—Pam announced the Library would be participating in the 2020 WKCF Match Day on December 1<sup>st</sup>. She reviewed this years' changes to the event.
- Census Grant Expenditures. Pam requested the board approve payment from the grant funds to the Library for the invoice for the grant expenses. **Christine Lightner made a motion to pay the Library invoice for the Census Grant expenses. Robert Scrivner seconded the motion. The motion carried.**
- Policy Review—Pam presented the Volunteer, Code of Conduct, Behavior Management and the Unattended Children Policies to the board for their review to be discussed at the next meeting.
- Funds Transfer—Christine Hands requested the following a funds transfers:
  - 2020 acquisition payment--\$20,000.00—from the Wampler Account to the Operating account. **Christine Lightner made a motion to approve the transfer of \$20,000.00 to the Operating account from the Wampler account, Robert Scrivner seconded the motion. The motion carried.**
  - 2020 Merchant Account funds—\$2,000.00-- 2020 fines and fees. **Christine Lightner made a motion to transfer \$2,000.00 from the Merchant account to the Operating account. Robert Scrivner seconded the motion. The motion carried.**

### **Out of Contract Expenses**

Finney County Public Library--\$1,298.37—Census Brochure Printing

Custom Play Systems—\$13,404.00 (2 checks for \$5,280.00—Nature Explore Account—\$8,124.00—Out of Contract Account—NE Shade Project)

**At 6:53 pm, Christine Lightner made a motion that the board members adjourn into executive session for 15 minutes to discuss employee performance pursuant to the non-elected personnel matter exception KSA 75-4319(b)(#1) not to exceed 15 minutes. Marsha Wright Seconded the motion. The motion carried. The board recessed into executive session.**

At 7:05 the board returned from executive session. No action was taken.

The meeting adjourned at 7:05 pm.

The next meeting will be December 21, 2020 at 5:00pm.

Respectfully submitted,

Claudia Ward