

MINUTES

Finney County Public Library Board of Trustees Meeting May 24, 2021 5:00 PM

Members Present: Larry Jones, Claudia Ward, Marsha Wright, Christine Lightner, Robert Scrivner, Andrew Lee

Members Absent: none

Others Present: Pam Tuller—Library Director, Calli Villanueva—FCPL Programming Director, Karissa Rojas—Recorder. Sara Roberts—LS&S. Jennifer Giltrop—LS&S via Zoom, Lydia Smith—Friends of the Library Chairperson.

Christine Lightner called the meeting to order at 5:03 pm. Christine asked if there were any additions or corrections to the agenda. **Robert Scrivner made a motion to approve the agenda. Larry Jones seconded the motion. The motion carried.**

Minutes: The April minutes were presented for approval. Christine asked if there were any additions or corrections to the minutes. **Marsha Wright made a motion to accept the April minutes. Claudia Ward seconded the motion. The motion carried. The April minutes were approved for filing.**

Financial Reports March: Christine asked if there were any questions or comments regarding the April financial reports. Claudia asked when the Wampler CD will be due. Pam Tuller said the CD will be due for renewal around September. **Claudia Ward made a motion to accept the financial reports for April. Marsha Wright seconded the motion. The motion carried. The April financial reports were approved for filing.**

Statistics Reports March: Christine Lightner asked if there was any discussion of the April Statistic reports. Claudia noted the statistic for new borrowers. **Marsha Wright made a motion to accept the April statistic reports. Larry Jones seconded the motion. The motion carried. The April statistics reports were accepted for filing.**

Friends of the Library: Lydia Smith gave an update on the bookstore. She said Friends of the Library had their first 2021 meeting. She said the Friends of the Library are preparing six different “bag of books” sales. They are planning smaller sales throughout the summer and requesting social distancing and masks. Lydia said the library is providing volunteer opportunities for Friends members.

Board of Trustees Report:

Larry Jones—Nothing Noted

Robert Scrivner – Nothing Noted

Christine Lightner—Nothing Noted

Marsha Wright—Marsha noted that Tom should get a gift of appreciation. **Larry made a motion to buy a \$50 gift card from Garden City Steakhouse from the Board account for Tom.**

Marsha seconded the motion. The motion passed.

Claudia Ward — Nothing Noted

Andrew Lee – Nothing Noted

Library Report: Pam Tuller, Library Director

Director's Report

The Library is currently in Phase 3 (modified) which includes Limited Occupancy (encouraging 1 hour visits), and Curbside Service. We are open 9AM -8PM Monday thru Saturday and Sunday 1PM – 6PM. Curbside service is no longer being advertised since usage has slowed nearly to a stop. We are still providing this service if requested. We have discontinued counting our occupancy since we are rarely up to 20 people at one time. We are seeing a slight increase in visits due to our extended hours.

Current Projects in the works:

- Grab-And-Go Craft Bags – We handed out 2,600 Grab and Go Craft Bags in April 2021.

Partnerships Report

- Garden City Arts – Sidewalk Obstacle Course – We plan to finish by May 25th and Debut at our SRP Kick Off Event
- Garden City Arts – Local artist work displayed above Adult Computers.
 - May's Artists Maddy Christner, displaying photography.
- USD 457 After School Programs and Garfield Early Childhood Center – Grab and Go Craft Bags and monthly Zoom storytimes
 - Program will end in May when school gets out – no word on Summer School
- Head Start – Grab and Go Craft Bags and weekly Zoom storytimes
 - Program ends in May
- Kansas Health Foundation, USD 457, Russell Child Development Center, GC Catholic Schools for the Early Literacy Grant – \$1,000 for Literacy Kits for checkout – Most of the items for the Literacy Kits have been ordered. Hoping to have these available for checkout during Summer Reading

Programming Report (Calli Villanueva)

- Library Programming will be a mix of in person and virtual until further notice. Some in person programming is being recorded and posted on Facebook.
- Facebook Stats:

*** Stats recorded on the Statistic's page of your Board Packet only include Live videos and Live views.

- April 22nd – May 19th we reached 5,545 people
- 1015 people engaged with our posts
- Videos have been viewed 81 times
- 17 new people have Liked and Followed our Facebook Page
- Grab-And-Go Craft Bags continue to be very popular. March's crafts included:
 - 3D Cloud
 - Piggy Bank
 - Cloud Rainbow
 - Hand Print Flowers
- In-Person Programming
 - Children – Wee Readers Tuesday and Thursdays 10:30AM and 12:30PM
 - Teens –T.A.L.C Meeting held in person 4-15-21 and 5-20-21
 - Adults – Club Read started May 19th with 12 attendees
- Summer Reading plans are underway
 - Virtual Reading Program – Book Points
 - SRP Kick Off will be a Farm Animal Story Walk around the Library
 - Many volunteers from our community are helping out
 - One program per age group planned per week
 - One big event per age group being planned
 - Not requesting donations this year
 - Materials (weekly theme) will be available for check out at every program (including programs held outside).

Correspondence: None

Executive Session:

At 5:46 pm, Christine Lightner made a motion that the Board recess into executive session to discuss employee performance pursuant to the non-elected personnel matter exception KSA 75-4319(b)(#1) not to exceed 15 minutes. Claudia Ward seconded the motion. The motion carried. The Board recessed into executive session. At 6:01 the board returned from executive session. No action was taken

At 6:01 pm Claudia Ward made a motion that the Board and Sara Roberts recess into executive session 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 6:15 the Board returned from executive session. No action was taken.

Old Business:

- Pam reviewed the Strategic Plan Summary
- Covid-19 update – Pam updated the board on the current local numbers. Pam asked for a discussion on masks requirements for patrons and staff. **Larry Jones made motion to change the policy to masks appreciated. Robert seconded the motion. The motion carried.**
- Christine asked if there was any discussion on the Volunteer policy. **Christine made a motion to amend the wording in the volunteer policy from “sex, sexual orientation and gender identity” to “sex, disability and age.” Larry seconded the motion. The motion carried.** Claudia suggested to change the wording “background check performed by the library” to “background check provided by the library.”
- Christine asked if there was any discussion on the Educator Card Proposal. **Marsha made a motion to reword the initial checkout from four weeks to include no renewals if there are holds on the item, to remove the benefit of no late fees each year, and to forgive up to \$10 in late fees. Larry seconded the motion. The motion carried.**

New Business:

- Sara Roberts presented a Who’s Who of LS&S
- Policy Reviews for July
- Election of Officers. **Claudia made a motion that the following members take the corresponding offices for the 2021/2022 year. Larry seconded the motion. The motion passed.**
 - Christine Lightner – President
 - Robert Scrivner – Vice President
 - Claudia Ward – Secretary
 - Marsha Wright– Treasurer (Bonded)
- Library Tour – to be conducted after adjournment

Out of Contract Expenses

Commerce Bank Visa -- \$444.48 – Nature Explore Statues
Ward’s Garden Center --\$1815.00—Nature Explore Spring Cleanup
Phillip Bustamante --\$800.00 – Nature Explore Maintenance (2 months)

Robert Scrivner made a motion to cancel the meeting in June. Marsha Wright seconded the motion. The motion passed.

The meeting adjourned at 7:05 pm.

The next meeting was moved to July 19, 2021.

Respectfully submitted,

Claudia Ward