

MINUTES

Finney County Public Library Board of Trustees Meeting July 19, 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 via Zoom. Lydia Smith—Friends of the Library Chairperson.

Christine Lightner called the meeting to order at 5:01 pm. Christine asked if there were any additions or corrections to the agenda. **Marsha Wright made a motion to approve the agenda. Robert Scrivner seconded the motion. The motion carried.**

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

Financial Reports May and June: Christine asked if there were any questions or comments regarding the May financial reports. Marsha asked when the library started collecting fines and fees. Pam said the library started charging overdue fines in June. Claudia asked about summer reading donations. Pam said while the library did not ask for donations this year, a few patrons and organizations donated. Claudia Ward asked about the check for Friends of the Library. Pam said that would be included in the July financials. **Claudia Ward made a motion to accept the financial reports for May. Marsha Wright seconded the motion. The motion carried. The May financial reports were approved for filing.** Christine asked if there were any questions or comments regarding the June financial reports. Claudia asked for the difference between fines and fees. Pam said fines are for overdue items and fees are for services provided. Larry asked to separate fines and fees on the financial reports. Marsha asked about the board checking account. Christine and Claudia explained it came from Board Fundraising donations. **Claudia Ward made a motion to accept the financial reports for June. Robert Scrivner seconded the motion. The motion carried. The June financial reports were approved for filing.**

Statistics Reports May and June: Christine Lightner asked if there was any discussion of the May Statistic reports. **Christine Lightner made a motion to accept the May statistic reports. Larry Jones seconded the motion. The motion carried. The May statistics reports were accepted for filing.** Christine Lightner asked if there was any discussion of the June statistic reports. Christine noted the circulation statistic and new child borrowers. Pam said patrons can sign up off site and new cards are on order. Marsha noted the website visits. **Christine Lightner made a motion to accept the June statistic reports. Marsha Wright seconded the motion. The motion carried. The June statistic reports were accepted for filing.**

Friends of the Library: Lydia Smith gave an update on the bookstore and the book sales. She said the bookstore made \$835.45 which is the most ever made in a quarter. The Friends of the Library held their first meeting in May. They had a two day sale and 3 mini sales so far with one more planned on July 26th. They have received many compliments for being spread out and wheelchair accessible. Lydia reported damage to two of the Free Little Libraries. She said the airport flyaway library is being used.

Board of Trustees Report:

Claudia Ward –Thanked Lydia for the hard work on the book sales

Andrew Lee – Noted that the Little Sprout Story time and Summer Reading are going well

Larry Jones – Noted that county IT is ready to move forward with Fiber connection

Christine Lightner – Commended staff on the Beef Empire Days Parade

Marsha Wright – commended library and Friends of the Library for building positive community connections

Robert Scrivner – commended Lydia on book sales. He said the kids loved the story walk and noted the turn out for summer reading events.

Library Report: Pam Tuller, Library Director

Director's Report: The Library is open!!!! Hours are 9AM – 8PM Monday thru Saturday and Sunday 1PM – 6PM. Everything is back to “normal,” Nature Explore is available during open hours, the Beam Projector is up and running and we have toys (easily cleaned) back in Dorothy's Room. Summer Reading is half way done and we have had good numbers for sign up and great turnouts for programs and events.

Current Projects in the works:

- New signage for shelf ends and genre separations are coming soon.
- American Rescue Plan Act -Public Library Grant – Wonderbooks, Stem and Literacy Kits (6-9 and Teen), Story Walk hardware.

Partnerships Report

- Garden City Arts – Sidewalk Obstacle Course – DONE!
- Garden City Arts – Local artist work displayed above Adult Computers.
 - July's Artist is Alvin Schultz, displaying pencil, pen and ink, and linoleum block print pieces.
- Kansas Health Foundation, USD 457, Russell Child Development Center, GC Catholic Schools for the Early Literacy Grant – \$1,500 for Literacy Kits for checkout

Programming Report (Calli Villanueva)

- Most Library Programming will be in person with some virtual options still available.
- Facebook Stats:
 - *** Stats recorded on the Statistic's page of your Board Packet only include Live videos and Live views.
 - June 14th – July 11th we reached 7,625 people
 - 1565 people engaged with our posts
 - Videos have been viewed 81 times
 - 25 new people have Liked and Followed our Facebook Page
- In-Person Programming
 - Children
 - Wee Readers Tuesdays, Wednesdays, Thursdays 10:30AM Outside
 - Storytime Wednesdays 4:00 PM
 - Summer Lunch Fri & Sat 12:00 PM-1:00 PM (FREE)
 - Little Sprout Storytime at the Farmer's Market Saturdays 7:00 AM - Noon
 - Teens
 - T.A.L.C Meeting June 17th and July 15th
 - Tween Time Tuesdays 4:00 PM
 - Teen Time Fridays 4:00 PM
 - Summer Lunch Fri & Sat 12:00 PM-1:00 PM (FREE)
 - Adults
 - Club Read Wednesdays 10:00 AM
 - Adult Activities (Crafternoon, Movies) Sundays 2:00 PM
 - Author Visit (Angela Super) July 17th 2:00 PM
 - Genealogy Workshop July 24th 2:00 PM
- Summer Reading plans are underway
 - Virtual Reading Program – Book Points
 - 266 Children, 128 Teens and Adults
 - Prizes will be awarded for 40+ points
 - SRP Kick Off – Farm Animal Story Walk (Newspaper Article)
 - 556 Participants
 - Over 200 Volunteer Hours
 - Silent Library was a huge hit – Teens and Tweens had to do funny and weird activities while staying as quiet as possible. (Newspaper Article)

- Materials (weekly theme) will be available for check out at every program (including programs held outside).

Correspondence: Preschool thank you note. Emily invited to graduation.

Old Business:

- Pam presented the Strategic Plan Bi-annual Report. Christine asked for monthly updates on staff changes. Pam informed the Board that the library is fully staffed with four new circulation staff and programming staff has not changed.
- Policy Review—Support Group Agreements to be signed by Library Director. Claudia Ward asked to change the wording in the Memorandum of Understanding “except for Friends administration and operational expenses.” to “and for Friends administration and operational expenses.” **Marsha Wright made a motion to accept the Support Group Policy with corrections. Claudia Ward seconded the motion. The motion carried.**

—Gifts and Donations. **Claudia Ward moved to accept the Gifts and Donations policy. Marsha Wright seconded the motion. The Motion carried.**

—Hot Spots. The Board discussed the loan period and potential problems if an item is lost or not returned. **Claudia Ward made a motion to accept the Hot Spot policy with the correction of a loan period of 14 days instead of 7. Larry seconded the motion. The motion carried.**

New Business:

- Policy Reviews for August
 - Social Media Policy handed out for review at the next meeting
- Contract Review. Christine informed the Board that Cullen would be visiting in August or September and the County Attorney had approved of the contract. **Marsha Wright made a motion to sign the contract. Claudia Ward seconded the motion. The motion passed.**
- Library Door Replacement. Pam said she has contacted Kinney Glass for an updated quote. The Board discussed cashing out Capital Improvement Funds CD. **Marsha Wright made a motion to approve the door replacement and use the Capital Improvement Funds CD. Claudia Ward seconded the motion. The motion carried.**

Out of Contract Expenses

Commerce Bank Visa -- \$666.37 – SR decor and prizes
Phillip Bustamante --\$857.14 – Nature Explore Maintenance (2 months)

The meeting adjourned at 7:03 pm.

The next meeting is scheduled August 16, 2021.

Respectfully submitted,

Claudia Ward