

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
January 27, 2020

The meeting was called to order by Chair Toby Carver. Those in attendance were Toby Carver, Stacy Alexander, Cricket House, Morgan Wiebe, Judy Conrady, Shelli Miller, Terry Foster and Janice Sharp. Nancy Anderson and Ron Colbert also attended.

Those attending stood for the flag salute.

Cricket made a motion to approve the agenda; Stacy seconded. Motion carried; vote was unanimous.

Judy made a motion to approve the minutes from the December 16 meeting with corrections relating to the date of the previous minutes approved and the wrong placement of a period instead of a comma on the amount to be paid for the Sage Accounting program for 2020; Shelli seconded. Motion carried; vote was unanimous.

Shelli made a motion to approve the financial report and pay bills with clarifications as explained; Morgan seconded. Motion carried; vote was unanimous. Janice shared that she had incorrectly transferred \$13,750.00 from savings to regular checking for the Dec. 16 meeting. The transfer should have been \$4,000.00. Morgan requested that she make all corrections and have a year-end report at the next meeting. Janice also shared that the City has mailed our first check for 2020 for more than \$130,000.00. She will also transfer \$4,000.00 from the Friends for a donation made to help fund the children's computers. She also ordered a new Play Set from Cabin Friends as well as an inflatable easel for a total of \$382.58 that had been approved for purchase by the Friends.

In the Public Forum, Nancy shared that the Friends will have their next meeting in March. The accounting firm of Porter, Carswell & Raya will continue to handle the needed annual reports for the Friends. The day to day needs will be taken care of by Janice.

Toby did not have a report as the Board Chair.

In the Director's report, Janice shared that we will have a concert by Celtic guitarist, Jerry Barlow, on Sunday March 8, at 2 PM. We will seek help from the Friends for the refreshments. The dates have been finalized for the book discussions by Kansas Humanities. The discussion will be on Monday, Feb. 17, for **I'm a Stranger Here Myself** by Bill Bryson; Monday, March 16, for **The Egg and I** by Betty MacDonald; and Monday, April 13 for **In God We Trust, All Others Pay Cash** by Jean Shepherd. We have 15 books for each of the discussion titles. All discussions will begin at 7 PM.

Janice is in the process of reviewing all accounts for 2019. When that is complete, she will complete the State Report for the State Library. Terry has completed her portion for the report.

Janice gave an update on plans for our summer reading program. Staff has decided to have renaissance as our general theme for the crafts and activities for the program. One week in June will be for a Renaissance Faire. Nancy had ideas to have part of the program outside. Discussions will come soon.

Janice had attended the meeting for department heads this morning. Brent had suggested that library staff plan to attend a team building workshop he is scheduling for all City employees. They are working on a firm date and will let us know so we can close the Library for the workshop that will be held from 10 AM to noon.

Janice also shared that the City is planning to replace the monitor on the wall of the foyer with a larger television that will be programmed with a continuous Power Point feed of notices and activities posted from the City, the Library, and the Senior Club in addition to miscellaneous notices received for the public. The same PP feed will be displayed at the 3 locations. We will send information to Brent to be added to the Power Point.

In the Office Manager's report, Terry shared information about our monthly stats as well as the trend over the previous five years as requested. Our numbers have consistently grown with the exception of interlibrary loans. Terry's thought about the reduction may be due to our withdrawal of some of our older holdings. Many libraries have also withdrawn older items but patrons still want to read them throughout the State.

Terry and Janice attended the Menopause Grant Awards yesterday and received a grant for \$1,107.00 which will help fund the digitization of the 1887 Statistical book found in the basement of City Hall. Part of the grant will also fund several Memory Care Kits. Terry applied for the SCKLS Programming grant for \$500.00 but notification of that grant will not come until after Feb. 5. She had applied for Memory Care Kits from this grant as well. The Care Kits will be utilized for individuals with dementia to help them remember items or times from their past. The Care Kits will be available through the interlibrary loan system.

Terry presented a list for potential dates of closing in 2020. Most of the dates were for the same holidays we have observed in the past. She brought up about the possibility of limiting library services for our Family Spring Day and Egg Hunt that will be on Saturday, April 11. She pointed out how difficult it was last year to deal with library business and the approximate 800 people here for the egg hunt. After discussion, Cricket made a motion for the Library to be closed for business on that day; Toby seconded. Motion carried; vote was unanimous. Library staff will be here with volunteers to handle the egg hunt and other activities during the 11 AM to 1 PM event.

The other day for potential closing is Wednesday, June 24, for the Renaissance Faire. We plan to have a maze in the Library of the shelves and other activities – some inside and some outside. After discussion, Toby made a motion for the Library to open for business at 2 PM, giving staff adequate time to clean up and move everything back in place; Shelli seconded. Motion carried; vote was unanimous.

Toby made a motion to go into executive session for a period of 15 minutes; Morgan seconded. Motion carried; vote was unanimous. Upon exiting the executive session, no action was taken.

Ron Colbert is seeking a volunteer to help with the Moving Wall in recognition of the 50th Anniversary of the Viet Nam War. The Wall is scheduled to be in Valley Center from Oct. 21 – 27. Help will be needed on a steering committee and when the Wall needs to be set-up, displayed and dismantled. At this point, the Library will post notices about the need of volunteers.

Cricket made a motion to adjourn the meeting; Judy seconded. Motion carried; vote was unanimous.