

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
November 16, 2020

The meeting was held by Zoom due to the continued closure at the direction of the Library Board. The meeting was called to order by Vice-Chair Stacy Alexander. Those in attendance were Stacy Alexander, Morgan Wiebe, Sara Johnson, Jeanne Shove, Barbara Jarman, Terry Foster and Janice Sharp. Ron Colbert also attended.

Janice requested an amendment to the agenda to add an executive session after New Business. Jeanne made a motion for the amended agenda; Morgan seconded. Motion carried; vote was unanimous.

There was no one for the Public Forum.

Morgan made a motion to approve the minutes from the October 19, 2020 meeting; Jeanne seconded. Motion carried; vote was unanimous.

Jeanne made a motion to approve the financial report and pay bills; Sara seconded. Motion carried; vote was unanimous. Janice explained that we are paying two months of utilities to the City. The check to Overdrive is an annual billing for the purchase of Ebooks. The check to Salina Blueprint is for the computer that was part of the SCKLS Technology Grant. This computer is more costly due to the internal programming needed to handle downloading of microfilm data. All other payments were for normal expenses. Jeanne asked about the credit listed on the line item for insurance. Janice explained that we had cancelled our previous coverage and are now covered under the policy of the City. The City will bill us quarterly for the coverage. The change in insurance companies will save the Library about \$4,000 a year.

In the Director's report, Janice shared that the new computer is set up for use in microfilm searching and other data for our historical website. We have started to work on our application for the upcoming Menocause grant. We would like to provide book bags geared toward a specific subject such as cars, animals, etc. for young children to check out. The book bags would contain a book or two, a DVD and activity sheets. The bags would be geared toward preschoolers to lower grades for at home learning. The bag we are preparing would be for an example supplementing the grant.

Janice is working on summer reading for 2021. We expect that summer reading will be as in 2020 with no programming. At the most, Janice may plan one or two outdoor events where spacing can be accomplished. She has contacted Scott Martin about a microphone system that could be used outside. She would like to include the purchase of that toward the Levand grant for this year. Our grant was \$7,200 which we normally use for our summer reading performers. This year we have used it for the supplies used in our craft/activity bags. Janice is required to send a report annually listing the purchases from the grant funds.

In the Office Manager's report, Terry shared that stats have increased slightly over the previous month. The Library sponsored the costume contest for Halloween. We did not participate in the drive-thru event. The staff voted and selected 13 children and families for prizes. The pictures were featured in color in the Ark Valley News last week.

Staff has again started offering craft/activity bags for children. We feel it's important to provide some services to our local children since we are not allowing anyone to come inside for programs.

Terry shared that a number of libraries near Valley Center and across the State are closing due to their staff having Covid-19. The positive test rate is continuing to rise so our Library will continue to offer curbside services.

In Old Business, Janice apologized for not including the 2021 budget in the packet. She had information from the City for the amount we will be receiving in 2021; then using our 2020 expenses, set budget amounts for our various accounts. Janice will email copies of the budget to the Board members after the meeting.

Janice shared that the staff had suggested that we not have a Board/staff Christmas gathering this year due to the virus. Library staff will have lunch together and may exchange small gifts this year.

Instead of going into executive session, it was decided that we could discuss employee evaluations and wage increases at our December meeting. The Board requested that we change our December meeting to the 14th rather than the 21st.

Jeanne made a motion to adjourn the meeting; Sara seconded. Motion carried; vote was unanimous.