

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
December 14, 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. Toby Carver arrived a short time later and led the meeting. Those in attendance were Stacy Alexander, Toby Carver, Morgan Wiebe, Sara Johnson, Jeanne Shove, Barbara Jarman, Terry Foster and Janice Sharp. Brent Clark and Ron Colbert also attended.

Shelli made a motion to approve the agenda; Jeanne seconded. Motion carried; vote was unanimous.

There were no comments in the Public Forum.

Jeanne made a motion to approve the minutes from the November 16, 2020 meeting; Stacy seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the December financial report and pay bills. Motion carried; vote was unanimous. Morgan requested information about what made up the balance in the Miscellaneous Account. Janice looked up the account and found that most of the balance is for payment of our artistic glasswork. There were also questions about the 2021 budget – was it presented for adoption? Janice explained that in her early years we were required to have our budgets submitted to the City by the end of April. After a time, the City would provide the amount we were to receive then Janice would utilize that amount to determine totals for each expense account. Jeanne checks the bylaws and found that, as Director, Janice has the responsibility to set up the budget for each year. Janice had submitted the budget to the Board members several months ago and will provide it again.

In the Board Chair report, Toby shared that his college schedule is becoming very tight with the requirement that he council people in person. Many nights he works until 9 PM. He is anticipating that he will not be able to attend Board meetings until after his graduation in July. After discussion, Stacy will continue to lead the meetings in his absence. Toby's Board term expires at the end of April but he has agreed to be re-appointed for a second term. Janice will submit that request to the City Council at the beginning of April.

In the Director's report, Janice shared that the shelving project is complete in the work room and that many items have been moved to the shelves.

Janice is working on the Menocause Grant – gathering cost information for 10 book bags that will be prepared with different topics, related books and a DVD. Each bag will have activity sheets as well. She estimates that each bag may cost about \$30. The book bags will be geared for children four (4) to eight (8) years of age as at-home activities and learning.

Janice is working on the 2021 Summer Reading Program. Her plan is to provide possibly three (3) programs that will all be held outside for distancing. She already has scheduled Mad Science of Greater Kansas City for July 14. Part of the incentives have been ordered and received. The remaining incentives will be purchased in January. In conjunction with the programs, Janice has contacted Scott Martin about purchasing a sound system that can be utilized outside. She would like to include the microphone system in the Menocause Grant which must be submitted by Dec. 31.

Erin is back working her regular schedule after quarantining. She exhibited no symptoms of the virus during her time at home.

In the Office Manager's report, Terry reported that stats were down in some areas but sufficient in others. We expect the lower stats due to the widespread virus in our area.

She reported that we will be providing a pre-recorded story time on Christmas Eve from 9 AM to 9 PM. Erin and Martha will read and record about six (6) or (8) books that parents can access via Facebook.

Staff had prepared 149 activity bags for November. They started with 150 bags for December and realized that more would be needed – then made an additional 25. Some early education teachers had been taking advantage of them for ideas.

Terry shared an update on the historical data she is adding to the Kansas Statistical Atlas that was copied for our Menocause grant for last year. She searched for additional information to link with accompanying photographs. She has included some of the information in her weekly e-Newsletters then has gotten positive comments from readers.

There was no Old Business.

In New Business, Janice reminded that we will be changing our bank accounts to Halstead Bank in the next several months. We have about 100 checks remaining. In January, she will get the need resolutions from Halstead for the signers to complete.

Janice included a copy of the CIPA Internet Safety Policy in the Board paperwork. This policy is to be re-visited every three (3) years with the signed documentation submitted to the State Library of Kansas. Morgan made a motion to approve the Policy; Jeanne seconded. Motion carried; vote was unanimous.

Janice requested verification of which week of the month we would have our meetings. It was decided to continue to hold meetings on the third Monday of each month beginning at 6 PM.

Morgan made a motion to go into Executive Session for a period of 15 minutes to discuss employee pay raises and evaluations; Shelli seconded. Motion carried; vote was unanimous. Upon exiting Executive Session, Morgan stated that no action had been taken. Shelli made a motion to accept the increases as had been determined; Morgan seconded. Motion carried; vote was unanimous.

Janice had provided the following information for the Board –

We did not receive the December billing from the City for utilities. This billing will also include a partial billing of insurance.

We will be having a bank draw for the 2021 accounting system on 1-18-21 for \$1,194.00.

Janice will include payment for the incentives after Jan. 1 so they will be a part of 2021 expenses & the Levand grant reimbursement.

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