

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
February 24, 2020

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

Those attending stood for the flag salute.

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

Morgan made a motion to approve the minutes from the January 27 meeting; Shelli seconded. Motion carried; vote was unanimous.

Stacy made a motion to approve the financial report and pay bills; Judy seconded. Motion carried; vote was unanimous. Janice pointed out that checks were included for two sessions of the book discussions, the fee for Jerry Barlow for the March concert, and the workmen's comp insurance premium. There were numerous debit card transactions that included the payment for the annual fee for Sage Accounting, the Magic Cabin playset purchased for the Friends, and an order from Oriental Trading for items that will be used for summer reading. Janice added two checks to the report for the invoice from the City and an invoice from Meridian Street Art Glass also for the Friends. (Friends will be reimbursing the Library for these charges.) Janice also reported that we had received three grants during the month – a \$500 grant from SCKLS for the Programming grant; payment for our annual State Aid grant for \$2,104.13 and the grant for \$1,300 from Humanities Kansas that will pay for the speakers for the book discussions.

In the Public Forum, Nancy reported that the Friends will be having their annual meeting on Monday, March 2, beginning at 5 PM at the Library. She has also tried to contact Neal @ the City regarding the progress on the Butterfly Garden. Janice reported that she had spoken with Neal at the Managers Staff meeting about when they might be starting the process for the garden. He is waiting for information from Larry Hoetmer. He suggested that Nancy should contact Larry for progress.

Ron Colbert shared information regarding the Viet Nam Moving Wall that is scheduled to be in Valley Center in October. They are anticipating that 2,000 to 3,000 people will view the wall per day. There will also be busses of school children and veterans. Lions Park is the preferred choice at this point. He is seeking financial help for the project. The cost to bring in the Wall is around \$6,000.

Ron also reported that Brent Clark and a group of City employees will be going to various businesses on Thursday, Feb. 27, to film a commercial that will run on KPTS. We're hoping to have the Library staff included.

Toby had no report as Board Chair.

In the Director's report, Janice reminded that we will have Jerry Barlow here for a concert on Sunday, March 8, beginning at 2 PM. The City has the carpet cleaning scheduled for that weekend, so we'll need to set up on Sunday when we come in. We move everything possible to the Sunflower Room on Saturday before we leave then usually move everything back on Monday morning.

The Humanities book discussion on Monday, February 17 was excellent. There were 11 in attendance including Terry and Janice. The discussion leader didn't finish to leave until 9 PM. The next discussion will be on Monday, March 16.

The State report has been completed and filed.

We will be having a class of students in a special education classroom coming to visit on Wednesday afternoon and Thursday morning. The teacher wanted to split the class. Terry and Janice will be leaving for a workshop at SCKLS at 12:30 PM on Thursday.

Terry and Janice will attend a lunch for libraries that were a part of the Polaris User Group on Thursday, March 12. We will receive a check for the funds remaining in the SCKLS account that had been collected for potential upgrades. The Polaris contract will end in November, 2020. We began using the Apollo automation system on Oct. 7, 2019. The funds to be refunded from Polaris will be sufficient to pay for the initial billing for Apollo to come in 2021.

No new information has been issued from the City for the Team Building Workshop we have been invited to attend. They are having issues determining a day when most employees can attend.

The books in the Rotating Collection will be switched out on Wednesday, March 4. The books will remain here until June 24.

In the Office Manager's report, Terry shared the stats noting that we had had an increase in ILL lending. She requested a new date for our May meeting. The fourth Monday falls on the Memorial holiday when we'll be closed. It was decided to have the meeting on Monday, May 18.

Terry has completed the scanning of the Kansas Abstract book for the City. More technical work need to be completed before it can be placed on the digitization website. She completed the scanning in two trips to the SCKLS offices. We will need information from the City and/or City Council to know if the digitized pages should be photocopied and place in a bound book or if the book will only be available digitally.

Terry reported that we will need to change our time for the Spring Family Day and Egg Hunt to 1 – 3 PM. We had hoped to have the event from 11 AM to 1 PM but local businesses that are participating would not be available until 1 PM.

Spring Break will be here in several weeks. We will have story times, a movie marathon and other activities prepared for the kids during the week.

The Daylight Savings Time will go into effect on March 8 so we will be changing our hours to the summer schedule on March 1. The change will effect hours on Thursday (open to 8PM) and Friday (open to 6 PM).

The Memory kits that are a part of the Programming grant have not been ordered yet. The order should be placed in the next several weeks.

Staff has been weeding the collection in anticipation of the upcoming book sale. We will set up the sale on Wednesday, April 15 and tear it down on Monday, April 27. They have almost completed the review of the fiction sections.

In New Business, Terry shared information about a potential grant for the NNLM (National Network of Libraries of Medicine) Human Genetics Film Kit. Each kit would include a set of four DVD films on topics surrounding human genetics, materials to support programming and the licensing for permission to show the films. The grant will provide film kits to up to 250 public libraries across the US. We would be required to hold discussions after the showings of each film. The kits would be distributed by April 30.

Janice requested assistance on how to handle a difficult patron that has been an issue for over 10 years. She had been in the Library on Saturday with an extremely rude attitude to Wyatt. The Board provided several solutions in handling this individual. Over the last few years, the directive was given that Janice would handle all decisions relating to transactions.

Janice also requested assistance on handling an individual that came in for a meeting but reeked of his cologne to the extent that Janice and Terry had difficulty in breathing later. The Board also provide solutions for this issue.

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