

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
March 22, 2021

The meeting was held by Zoom and in person. 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, Shelli Miller, Janice Sharp and Terry Foster.

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

There were no comments in the Public Forum

Shelli made a motion to approve the minutes from the February 15, 2021 meeting; Sara seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financial report for March and pay bills; Shelli seconded. Motion carried; vote was unanimous. Janice pointed out that the check to Halstead Bank should clear the CIP account at Chisholm Trail State Bank. The check to Northeast KS Lib. System pays for the courier for the whole year.

Stacy had nothing to report as Vice-Chair.

In the Director's report, Janice shared that she has supplied documentation for us to receive our first half of the grant from South Central KS Library System. The check will be coming in early April.

Janice also shared that she paid the invoice for the Workmen's Comp insurance directly from the checking account. The due date was coming and the check would not have arrived in time to avoid the cancellation of the policy.

The Spring EggSpectacular will be on Saturday, March 27 – weather permitting. Library staff has gathered all that will be needed. The Police Department will provide the path via traffic cones. We will be at the High School around 11 AM to set up for the 1 PM event.

In the Office Manager's report, Terry shared the stats for February which are comparable to the previous month. The report details the curbside deliveries as well. We offered Free Fines Week during the week of Spring Break; we received 12 books back.

The staff has the craft/activity bags for April prepared. We will not be preparing bags for May but will do bags again in June and July that will tie into the children's summer reading program.

We have signed the documentation to partner with our schools for eBook services with Overdrive. Students can check out books virtually without having a library card. There is no cost involved for either our Library or the Schools.

In Old Business, we are waiting for Toby to sign our bank resolutions. We'll have the documents prior to our first use of the accounts in Halstead Bank.

Library staff had made a list of suggestions for re-opening. The Board reviewed the list and suggested a maximum of 10 patrons at a time in the Library would be sufficient and that our closing on Thursdays for cleaning would be from 3 to 4 PM. Terry had provided an update of area libraries that are still closed at this time – includes Newton, Ark City and Wellington. We will continue to quarantine for one week as suggested in the Realm study which is part of IMLS – Institute of Museum & Library Sciences. We will have tables in front of the circulation desk to provide distancing during checkouts.

In New Business, Janice shared that we would close the CIP bank account at Chisholm Trail. We will leave some funds in both the Savings and Checking Accounts to avoid any charges. More withdrawals will be made from these funds for the April meeting.

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