

VALLEY CENTER PUBLIC LIBRARY  
BOARD MEETING MINUTES  
April 27, 2020

The meeting was held by Zoom due to the health precautions set in place by the City of Valley Center and the Library Board. The meeting was called to order by Chair Toby Carver. Those in attendance were Toby Carver, Jeanne Shove, Morgan Wiebe, Shelli Miller, Terry Foster and Janice Sharp. Mayor Lou Cicirello, Brent Clark and Ron Colbert also attended.

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

Morgan made a motion to approve the minutes from the March 23, 2020 meeting; Jeanne seconded. Motion carried; vote was unanimous.

Shelli made a motion to approve the financial report and pay bills; Morgan seconded. Motion carried; vote was unanimous. Janice pointed out that we were paying two months of utility bills to the City; the March billing came after our March meeting. The check for the Junior Library Guild is an annual payment for books we receive on a monthly basis and also included is the payment for the Memory Care Kits that are being purchased with funds from the Menocause grant. In the deposits, included is a check from the South Central Kansas Library System for reimbursement of funds that had been in their account for the Polaris contract which expires officially in November. The corrected financial report from March is included to show that we did not transfer funds for the checks issued. We have also received a check from SCKLS for one half of the System base grant totaling \$11,890.

Toby did not have a report as Board Chair.

There were no comments in the Public Forum.

In the Director's report, Janice shared that she has signed up for a Zoom subscription which can be cancelled when it is no longer needed. Janice received and returned the signed acknowledgement to the Bank of America representing the Levand Trust. The Trust distributes funds annually which are used for the summer reading program in most years. The current agreement states that the \$7,200 we will receive can be used for Library expenses as needed. Janice will utilize the funds for any summer reading expenses we incur and use the balance for books. Janice has suggested that we cancel all live performances for this year.

Janice shared a report about her thoughts on the re-opening process. She first recommends that we offer curbside service again for a period before moving to the opening of the building. The final determination will be made by the Library Board and the City administration. Documents for this meeting included a chart provided by SCKLS then revised to fit our Library. The chart indicates that once the stay-at-home order is lifted, no more than 10 individuals (not including staff) will be allowed in the Library. Patron services such as copies, faxing, scanning would be done with one hour of computer use on two computers only (due to the distancing). Staff would be limited to no more than 4 at one time. Under limited services, no more than 50 individuals will be allowed in the Library or at Library functions. Patron services such as copying, faxing, scanning, one hour use of either of two computers would be allowed. We would not allow children's toys to be out for use, no seating allowed for reading newspapers or other materials. All staff would report for their regularly scheduled hours with modifications if needed.

Ultimately, the decision is up to our local control not the State or Governor. Janice also requested permission to reduce our quarantine period from 14 days to 7 days. In latest documentation from ALA and other sources, it is indicated that the 7 days is more than adequate. Morgan made a motion for the quarantine period to change to 7 days from the point of return of materials – if additional information comes out with a high recommendation, the 7 days will be amended subject to ALA and CDC guidelines; Toby seconded. Motion carried; vote was unanimous. The motion also covers the cancellation of the performers and submitting the revised chart to the City for approval.

Janice included a copy of Employee Rights under Family First Act but is not sure if it would apply to our Library staff. She also included Ordinance #10 which specifies authorization to pay bills in the event a meeting cannot be held. It was decided the ordinance is not needed.

Janice has agreed to sponsor a children's activity page in the April 30 edition of the Ark Valley News for \$250. She felt it was an excellent promotion tool as well as an incentive for kids to complete the page and turn it in to the Library for a prize.

Janice has gotten information from Halstead Bank that will be needed when we move our banking accounts there. We currently still have several months of checks on the Chisholm Trail account to use prior to the change.

In the Office Manager's report, Terry shared the stats which showed no activity due to the shutdown. She is keeping track of the programs that are being cancelled. Morgan requested that she share that information for our next meeting.

Terry had prepared a spreadsheet detailing the hour's staff members worked and the hours of pay to reach their total hours per week. Shelli made a motion to go into executive session for 25 minutes to discuss staff payroll issues; Jeanne seconded. Motion carried; vote was unanimous. Jeanne made a motion to come out of executive session; Morgan seconded. Motion carried; vote was unanimous. Upon exiting executive session, Morgan reported that beginning in May, staff will be paid for hours worked and not the total of hours regularly scheduled.

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